

NATIONAL GIRO THE FIRST YEARS

The Giro looked set for a successful future, unfortunately, this didn't materialise due to a number of different reasons. The United Kingdom's economic growth, since world war two, had been fairly pedestrian which meant it could only slowly absorb new economic services. The situation for Giro was worsened by the competition from the Commercial Bank system, the association of Trustee Savings Banks' cheque accounts, and the credit card, which was beginning to have an appreciable effect. In fact there was not enough demand to satisfy all the products on offer. The working class as a whole rejected the Giro's services and stuck to their well tried methods of cash payment. The working of piece time and overtime made the payment of wages into a bank account very difficult to institute.

The disappointing growth of accounts was the worst possible thing. The basic feature of the system was the internal payments between account holders using a centralised point, thus reducing costs and time. To do this Giro needed both individual and business customers. It was the classic chicken and egg situation of needing business customers to attract personal customers, but needing sufficient personal customers to make it attractive to business.

1969 was therefore a year of re-assessment, the marketing people in particular had to change their strategy from containing growth of new accounts within set limits to creating maximum penetration of the market to ensure growth. This included simplification of the application form; new advertisements, leaflets, etc.; the initial deposit was reduced to £1; and the age limit for opening an account was lowered from 16 to 15.

The most significant stimulation of account growth came about through a Giro partnership with the Mercantile Loan Company Ltd., which meant that Giro customers could apply for Mercantile Credit Loans. This all resulted in new applications for accounts topping 12,000 a week by July.

The growth of accounts overall was very disappointing and the System not being used to its full potential continued to lose money. However it was early days and the expectation was that matters would improve with the passage of time.

It was hoped that 1970 would be a year of continued progress building upon the successful initiatives launched in 1969. This hope seemed justified in the early part of 1970 but the forthcoming general election was to change this. On the 18 June a conservative government was returned to power with a manifesto commitment to assess "lame Ducks", particularly in the Public Sector. During the late summer and autumn a number of media commentators suggested that as part of this Policy, the Government was

reviewing the future of Giro. This was formally acknowledged in the House of Commons, on 30 November, during a debate about the dismissal of Lord Hall from the Chairmanship of the Post Office.

The Giro had already started to review its services with the aim of containing and reducing costs and improving its profitability. In particular it had employed outside consultants to provide an overview of the Company and it was internally carrying out initiatives such as the 48 hour statement service. It was also concerned to ensure that its staff did not suffer through the uncertainty and it set up a Morale Committee to monitor staff and provide strategies for reassuring the staff. The end of 1970 therefore saw the Giro ready to vigorously participate in the debate about its future. 1971 saw the debate brought to a successful conclusion on 17 November 1971 when Christopher Chataway, the Minister for Posts and Telecommunications, announced that the Post Office Board with the assistance of the external consultants Cooper Brothers had advised against closure. He accepted that Giro should continue but with a substantial reshaping of the service, improved financial controls, a new marketing strategy and a revised tariff structure. This became known within the Company as the "Green Light".

The Giro took heart from this announcement and the fact that both the government and the independent auditors believed that it was a viable concern and that it could be made into a profitable and commercially competitive business. One of the first areas it reviewed was its Tariff structure which had not been altered since it was laid down in the 1965 White Paper and, by 1972, was justifying the complaints of the Commercial Banks of unfair Competition. On the 22 March 1972, the Post Office Users' National Council was asked to consider a revised tariff structure for Giro, aimed at covering direct operating costs within one year and making the business fully profitable within 5 years. The tariff reforms doubled most of the existing charges and added a charge for debit transactions when the balance fell below £30.00 and were approved and introduced on 1 July 1972.

However, this alone was not enough and the Giro realised that if it was to reach profitability by 1977, it needed to attract business accounts from all sectors. In particular added emphasis was given to Agents Deposits, started in 1969, and the Rents Scheme, which had proved its worth with the Greater London Council. The increased business meant that the Giro would, hopefully, have more funds available for investment on the London Money Market, where the Giro was increasing its income.

Great efforts were also made to attract more personal customers. In particular people were encouraged to receive their wages through Giro by being offered special concessions such as free stationery, no penalties for going under the £30.00 limit, and reduced charges for

other services. The Giro Gold Card, which allowed its holder to withdraw up to £30.00 every other working day from any Post office in the country, was introduced in late 1972. It was only for withdrawals and could not be used as a credit or cheque guarantee card. The Giroscope, started in 1970, was re-launched as a home management magazine, which was sent to all Giro customers. So from 1972 onwards the Giro made a determined effort to attract more business from all sectors and to ensure that it reached profitability by 1977.

Internally the business was streamlined and 500 jobs were shed. More importantly the project to change the 24 hour clearance of transactions to a 48 hour service, which reduced the pressure on and ensured a better flow through the operational side of the business, was implemented. Major reviews of such processes as the Elimination of Streaming and Reconciliation were undertaken. The Giro also took on new work using its International Services to replace the Post Office's own International Money Order Service. The Postal Order business was also transferred to the Giro.

In 1973 Coopers and Lybrand carried out a survey on the flow of information from the Post Office to the Ministry of Posts and Telecommunications. Their report suggested the need for a formal business planning procedure and the introduction of an annual business plan. This was accepted and the first Giro business plan was issued in 1973. The plan gave both an overall picture of the business' current position, and a breakdown for each sector. It also laid out the future plans and strategies for both internal and external developments, with appropriate forecasts, charts and graphs. It projected for the next ten years and was updated annually. The Page Committee set up in 1971 to review National Savings also reported this year. Whilst it did not specifically look into National Giro its report reflected its regret that it was separately managed from the National Savings and it did recommend the closest co operation between the two organisations.

As part of the re organisation and slimming down the Business started to look at ways of more fully integrating the Remittance Services which it had inherited from the Post Office. This was the Financial Services section of the Post office and included items such as Postal orders, Inland Money Orders and Overseas Money Orders. In addition it began reviewing its tariffs and services and in the Autumn of 1974 it raised the limit for cashing cheques from £20 to £30 for personal account holders. The most important outside event was the general elections of 1974 which saw a Labour government first returned to power with a small majority and then increase its majority in the second election. The change of government was seen as a good omen within the National Giro as it was perceived that the Labour Party was a

supporter of the Business whilst the Conservative Party was seen as not so favourable to the Business.

As predicted, now that the Labour party was firmly in place, it began to plan for the future. One of the strands of this planning was to take another look at the National Giro. However unlike the review of 1971 the purpose of this one was to see how the Giro's services could be improved and its economic base strengthened. The Service was asked to make presentations to senior ministers on how they saw themselves been developed and to come up with proposals such as the Giro Finance in Industry proposal. As a result of these and other deliberations the Government were able to issue a White Paper " The Development of national Giro " (CMD 6344) which put forward a series of proposals for strengthening the National Giro Service. This was issued in November 1975.

The White Paper put forward a series of proposals for strengthening the Giro which would require an Act of Parliament to introduce. In 1976 a Bill was introduced to this effect and passed through Parliament. It became as law as the Post Office (Banking Services) Act of 1976.

This included the provision of a more complete banking service, access to Government Money Transfer business on a basis of fair competition with the services offered by the banks, and a re-constructed capital structure better suited to its needs and future earnings foundation. The Act also removed the name National Giro from the statute book and it became necessary to find a new one.

One of the most important features of this Act was the access to the Government's money transfer business. Up to this point the Government departments had used pre-authenticated Girocheques as a direct replacement of postal drafts. The principle users had been the Department of Health and Social Services for the payment of Sickness Benefit and the Department Of Employment for unemployment benefit. Departments had also used Giro for the payment of wages and salaries and the collection of money. In 1975 the Giro handled just under 2% of the possible £27 billion worth of business, generated by the Government. The rest was handled by the clearing banks and the Paymaster General's Office. So permission to compete in this market was a major step forward for Giro.

The Giro had, of course, fared better with the public corporations and utilities. The Post office was obviously the biggest user of Giro amongst the corporations, and the Gas and Electricity industries, amongst the utilities. They used Giro as a billing agency for their customers, and it's Agents Deposit service for such items as meter collections, showroom deposits and clearance of cheques.

The increasing importance and complexity of National Giro was recognised in 1977 when the Post Office appointed Sam Wainwright as its first Managing Director in May 1977. In the same year the Labour Government came up with a proposal to create a National Bank in the public sector by merging the National Giro and the National Savings Bank. Even though it was only a proposal a lot of work had to be undertaken by both parties to explore the possibilities. At the same time the Carter completed its review of the Post Office and reported to Parliament.

In 1978 free banking was introduced for personal customers. This meant that provided an account remained in credit, which included Nil credit, then no charges were levied on it. There were no overdraft facilities, but if an account slipped into the red, charges were only levied on the transactions made during that time. This gave the Bank a very competitive edge over the commercial banks, who not only insisted on a minimum balance to ensure free banking, but charged for the whole quarter in which a bank account slipped below this level. Businesses continued to be charged according to its own special requirements and needs, which were worked out by individual negotiation.

Also in 1978 the National Giro changed its name to the National Girobank, which reflected the changes made by the Post Office (Banking Services) Act 1976. In October the Bank had a series of celebrations to mark its tenth anniversary. It also introduced new proof encoding machines and opened its first Bureau-de-Change in Trafalgar Square Post Office in London. The Bank issued a complete set of new stationery on 2 November to reflect its change of name. In April a report was published on the Price Commission's investigation into Banking Charges. Its main conclusion regarding Giro was that its principal achievement had been the improvement in the clearing banks' service.

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NATIONAL GIRO (1978)

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REVIEW OF INPUT SYSTEMS	1973 – 1978	GIRO / NG / T / S / RING

FOR GIRO RING TRACE	1976 - 1978	GIRO / NG / T / S / TRACE
NEW MAIN COMPUTER SYSTEM	1973 - 1978	GIRO / NG / T / S / NMCS
PROMIS	1976	GIRO / NG / T / S / PROMIS
<u>SERVICE PRODUCTS ON COMPUTERS</u>		GIRO / NG / T / SP
SERVICE PRODUCTS	1966 – 1978	GIRO / NG / T / SP
<u>TECHNOLOGY</u>		GIRO / NG / T
<u>EXTERNAL / AGENCY WORK</u>		GIRO / NG / T / EAW
EXTERNAL / AGENCY WORK	1968 – 1976	GIRO / NG / T / EAW
<u>COMPANIES SUPPLYING TECHNOLOGY</u>		GIRO / NG / T / F
INTERNATIONAL COMPUTERS LTD	1967 - 1976	GIRO / NG / T / F / ICL
REI	1969 – 1978	GIRO / NG / T / F / REI
NATIONAL DATA PROCESSING SERVICE	1970 - 1977	GIRO / NG / T / F / NDPS
CARTE BLANCHE COPORATION	1971	GIRO / NG / T / F / CBC
BRITISH STANDARDS INSTITUTE	1971 – 1978	GIRO / NG / T / F / BSI
REDIFUSION COMPUTERS LTD	1975	GIRO / NG / T / F / RED
STC	1968 – 1974	GIRO / NG / T / F / STC
<u>STAFF AND MACHINERY</u>		GIRO / NG / T / SAM
STAFF AND MACHINERY	1969 – 1978	GIRO / NG / T / SAM
SYSTEMS DIVISION		
SYSTEMS DIVISION	1969 – 1978	GIRO / NG / T / SD
<u>VISITS</u>		GIRO / NG / V
VISITS	1968 - 1972	GIRO / NG / V

ANNUAL REPORT AND ACCOUNTS

The Giro did not issue its own Report and Accounts until the 1970s but it did have its own section within the Remittance Services part of the Post Office Annual Report. See GIRO / ARA for previous reports. Once the Giro was operational this included facts and figures on expenditure, income, staff and customers. It also had a section in the financial report of the Post Office. The Postmaster General continued, until he was abolished in 1969, to bring reports to parliament on the Post office's performance and future plans, which included sections on National Giro. The Post Office Corporation issued its first annual report and Accounts in 1970 but this only covered half a year and it was not until 1971 that a full year report was issued. Both reports continued to have sections on National Giro including a small narrative section and financial details divided under various sections. As the National Giro developed so did its input to the Annual Report and Accounts cycle increase. By 1975 the Finance department was collating and providing large amounts of data to the Post Office on the Giro's annual turnover, profit and loss etc.. This information was then retained by the Finance Department (See GIRO/NG/F/RA).

ANNUAL REPORT AND ACCOUNTS		GIRO / NG / ARA /	
NO	TITLE	DATES	LOCATION BOX BAY
GIRO BACKGROUND		GIRO / NG / ARA / GB	
1	REPORT AND ACCOUNTS	1967 - 1969	392
2	POST OFFICE REPORT AND ACCOUNTS	1969 – 1970	385
3	1972 – 1973 REPORT AND ACCOUNTS	1972 – 1973	1016
POST OFFICE		GIRO / NG / ARA / PO	
1	THE POST OFFICE ANNUAL REPORT ON REMITTANCE SERVICES 4 copies	1968 - 1969	995 1245 3167 3859
2	THE POST OFFICE ANNUAL REPORT ON REMITTANCE SERVICES 2 COPIES	1969 – 1970	995 387
3	POST OFFICE REPORT AND ACCOUNTS	1970 – 1971	
4	POST OFFICE REPORT AND ACCOUNTS	1971 – 1972	
5	POST OFFICE REPORT AND ACCOUNTS	1972 – 1973	
6	POST OFFICE REPORT AND ACCOUNTS	1973 - 1974	
7	POST OFFICE REPORT AND ACCOUNTS	1974 - 1975	
8	POST OFFICE REPORT AND ACCOUNTS	1975 - 1976	
9	EXTENDED EXTRACT OF GIRO SECTION	1975 – 1976	308
10	EXTENDED EXTRACT OF GIRO SECTION	1975 – 1976	1313

ANNUAL REPORT AND ACCOUNTS		GIRO / NG / ARA /	
NO	TITLE	DATES	LOCATION BOX BAY
POST OFFICE		GIRO / NG / ARA / PO	
11	POST OFFICE REPORT AND ACCOUNTS	1976 – 1977	
12	POST OFFICE REPORT AND ACCOUNTS	1977 – 1978	
POST OFFICE PROSPECTS		GIRO / NG / ARA / POR	
1	POST OFFICE PROSPECTS 1969 - 1970	1969	323
2	PO PROSPECTS ANNUAL FINANCIAL REOLUTION	1969	381
3	POST OFFICE PROSPECTS 1968 – 1969	1968	323

OPERATIONAL BRANCHES

The National Giro Centre in Bootle was divided into two main categories. The administrative branches providing a whole range of support services from Information Technology to Marketing and the operational branches which provided the actual physical means of running the business by operating the processes for managing customer account transactions. Initially these two areas were split between the Operations Block, which did the processing and the administration and welfare blocks, which provided the support functions. Procedures for these branches had been developed as part of Project Giro (See GIRO / PG / DP)

BRANCHES			GIRO / NG / B /
NO	TITLE	DATES	LOCATION BOX BAY
MICROFILM			GIRO / NG / B / MF
1	SECURITY	1969	2581
2	MICROFILMING	1968 – 1970	2258
3	MICROFILM VIEWERS – TRIALS EVALUATIONS AND ESTIMATES	1970	591
4	ADDITIONAL MICROFILM CAMERAS	1970	609
5	EDITING OF STROMBERG CARLSON FILM	1970	610
6	MICROFILM RETRIEVAL - PROVISION OF MONTHLY / QUARTERLY STATEMENT MICROFILM FILES	1971	604
7	OPERATIONAL IMPROVEMENTS - ISN RANGE	1970 – 1972	2580
8	STAFFING	1970 – 1972	2581
9	MICROFILM EQUIPMENT PHOTOMEC	1972	1414
10	MICROFILMING MISCELLANEOUS	1970 – 1975	2580
11	MICROFILMING RETRIEVAL HISTORIC RECORDS	1973 – 1976	2578
12	MICROFILMING	1976 – 1978	2905
13	MICROFILM ENDORSING STAMPS	1978	2905
RSB			GIRO / NG / B / RSB
1	REPORTS ON RSB BRANCH TRIALS	1969	550
2	EQUIPMENT CAPITAL EXPENDITURE ESTIMATES JULY 1969 REVIEW	1969	552
3	READING OF POSTAL ORDERS IN RSB	1973 – 1974	4337

BRANCHES			GIRO / NG / B /
NO	TITLE	DATES	LOCATION BOX BAY
MANAGEMENT SERVICES			GIRO / NG / B / MS
1	STATISTICS	1969	770
2	STATISTICS	1970	770
3	STATISTICS	1971	770
4	STATISTICS	1972	770
5	STATISTICS	1973	770
6	MANAGEMENT SERVICES REPORTS LIST	1973	751
7	STATISTICS	1974	771
8	MANAGEMENT SERVICES REPORT MISSING / EXCESS DOCUMENTS REPORTS ORS REPORTS	1974	962
9	STATISTICS	1975	771
10	MONTHLY REPORTS	1970 – 1975	757
11	MONTHLY REPORTS RENAMED ORGANISATION AND METHODS BRANCH OMB MARCH 1976	1976	751
12	TABLE OF STATISTICS RENAMED COMPLIMENT AND AUDIT BRANCH MARCH 1976	1976	771
PCG			GIRO / NG / B / PCG
1	WEEKLY REPORTS	1969	766
2	WEEKLY REPORTS	1970	766
3	WEEKLY REPORTS	1971	766
4	WEEKLY REPORTS	1972	766
5	WEEKLY REPORTS	1973	766

BRANCHES			GIRO / NG / B /
NO	TITLE	DATES	LOCATION BOX BAY
PCG			GIRO / NG / B / PCG
6	WEEKLY REPORTS	1974	766
7	WEEKLY REPORTS	1975	766
8	PCG WORKFLOW MEETINGS	1975	1393
9	WEEKLY REPORTS	1976	766
10	WEEKLY REPORTS	1977	766
11	PCG WEEKLY REPORTS	1978	768
12	PCG REPORTS	1976 – 1978	2968
13	PCG REVIEW (TRAFFIC VOLUMES) (SEE GIRO NG C PCG 2)	1978	1393
AMB II - AMB III			GIRO / NG / B / AMB 2
1	WEEKLY REPORTS	1969	764
2	WEEKLY REPORTS	1971	764
3	WEEKLY REPORTS	1972	764
4	WEEKLY REPORTS	1973	764
5	WEEKLY REPORTS	1974	764
6	WEEKLY REPORTS	1975	764
7	WEEKLY REPORTS	1976	764
8	WEEKLY REPORTS	1977	768
9	AMB 2 – 4 WEEKLY REPORTS	1978	768
AMB II - AMB III			GIRO / NG / B / AMB 3
1	WEEKLY REPORTS	1969	764
2	WEEKLY REPORTS	1970	764
3	WEEKLY REPORTS	1971	764

BRANCHES		GIRO / NG / B /	
NO	TITLE	DATES	LOCATION BOX BAY
AMB II - AMB III		GIRO / NG / B / AMB 3	
4	WEEKLY REPORTS	1972	764
5	WEEKLY REPORTS	1973	764
6	WEEKLY REPORTS	1975	764
7	WEEKLY REPORTS	1977	768
8	AMB 2 – 4 WEEKLY REPORTS	1978	768
AMB IV		GIRO / NG / B / AMB 4	
1	WEEKLY REPORTS	1971	764
2	WEEKLY REPORTS	1972	764
3	WEEKLY REPORTS	1973	764
4	WEEKLY REPORTS	1974	764
5	WEEKLY REPORTS	1975	764
6	WEEKLY REPORTS	1976	764
7	WEEKLY REPORTS	1977	768
8	AMB 2 – 4 WEEKLY REPORTS	1978	768
AMB I AOB		GIRO / NG / B / AMB 1	
1	WEEKLY REPORTS	1969	761
2	WEEKLY REPORTS	1970	761
3	WEEKLY REPORTS	1971	761
4	WEEKLY REPORTS	1972	761
5	AMB 1 WEEKLY REPORTS	1978	764

BRANCHES			GIRO / NG / B /
NO	TITLE	DATES	LOCATION BOX BAY
AMB I AOB			GIRO / NG / B / AOB
1	WEEKLY REPORTS	1969	761
2	WEEKLY REPORTS	1970	761
3	WEEKLY REPORTS	1971	761
4	WEEKLY REPORTS	1972	761
5	ACCOUNTS OPENING PROCEDURES	1975	941
AMD			GIRO / NG / B / AMD
1	AMD MONTHLY REPORTS	1978	775
CUSTOMER STATIONERY BRANCH			GIRO / NG / B / CSB
1	MONTHLY REPORTS	1969	768
2	MONTHLY REPORTS	1970	768
CUSTOMER STATIONERY BRANCH			GIRO / NG / B / CSB
3	MONTHLY REPORTS	1971	768
4	MONTHLY REPORTS	1972	768
5	MONTHLY REPORTS	1973	768
6	MONTHLY REPORTS	1974	768
7	MONTHLY REPORTS	1975	768
8	MONTHLY REPORTS	1976	768
9	MONTHLY REPORTS	1977	768
GENERAL			GIRO / NG / B / G
1	TRAFFIC REPORTS	1969	669
2	CLERICAL WORK MEASUREMENT REPORTS	1970	751

BRANCHES			GIRO / NG / B /
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			GIRO / NG / B / G
3	CLERICAL WORK MEASUREMENT REPORTS BANKING 1 & 2	1973	2986
4	OCG REPORTS	1975	1394
5	SERVICES DIVISION MONTHLY REPORTS	1978	771
DATA CAPTURE BRANCH			GIRO / NG / B / DCB
1	DPO PROFICIENCY PAYMENT IN DCB 1 & 2	1971	604
2	DPO MONITORING – ALTERNATIVE METHOD OF CALCULATING DPO PUT THROUGH SPEEDS		2908
3	EMERGENCY PROCEDURES FOR DATA CONVERSION BRANCH MANAGER DCB 1	1972	1396
4	RENTAL OF 3M PRINTERS CONTRACT NO 547361 P DCB 2	1972	1412
DATA CAPTURE BRANCH			GIRO / NG / B / DCB
5	EQUIPMENT TENDERS DCB 2	1972	2581
6	DCB 1 PLANNING COMMITTEE MINUTES OF MEETINGS : ELIMINATION OF STREAMING	1973	1392
7	DCB 2 STATS	1973	610
POSTMASTERS TRANSACTION BRANCH			GIRO / NG / B / PTB
1	POSTMASTERS DAILY RECORDS RECONCILIATION	1971	2917
2	RECONCILIATION IN PTB DK DAILY RECORD DESIGNS	1972	566

BRANCHES		GIRO / NG / B /	
NO	TITLE	DATES	LOCATION BOX BAY
POSTMASTERS TRANSACTION BRANCH		GIRO / NG / B/ PTB	
3	FUND ORDERS OSB PTB	1972 – 1973	1322
4	STUDY OF RECONCILIATION IN PTB IMPLEMENTATION ARRANGEMENTS	1972 – 1974	566
5	PTB RECONCILIATION POST IMPLEMENTATION PROGRESS MEETINGS	1974	566
6	OPERATOR / SUPERVISOR PROCEDURES INC ERROR PROCEDURES	1977	2917
7	PTB POUCHES – QUALITY OF SERVICE	1977	892
8	PTB STATEMENT OF REQUIREMENTS SECTION 1 - 3	1977	2595
DATA DIVISION		GIRO / NG / B/ DD	
1	DATA DIVISION EMERGENCY PLANNING GROUP	1972	2909
OUTPUT AND DISPATCH BRANCH		GIRO / NG / B / ODB	
1	ODB RECONCILIATION MANUAL	1973	2993
PERSONAL LOANS BRANCH		GIRO / NG / B / PLB	
1	WEEKLY REPORT	1975	775
2	WEEKLY REPORT	1976	775
3	WEEKLY REPORTS	1977	775
4	CCB (FORMERLY PLB) WEEKLY REPORTS	1978	775
CATERING		GIRO / NG / B / C	
1	CATERING	1970 - 1975	3869

BRANCHES		GIRO / NG / B /	
NO	TITLE	DATES	LOCATION BOX BAY
MONEY ORDER BRANCH		GIRO / NG / B / MOB	
1	GLOSSARY OF TERMS	1975	1250
2	STATISTICS	1975	1250
ORGANISATION AND METHODS BRANCH		GIRO / NG / B / OMB	
1	ERROR DETECTION OMB STUDY	1976	2909
2	OMB REVIEW OF REPRODUCTION UNIT 1976	1976	2582
3	REVIEW OF DATA DIVISION OUTPUT DESPATCH BRANCH	1976	2106
4	OMB MONTHLY REPORTS	1977	751
5	OM REPORT ON THE CONVERSION OF MONEY ORDER APPLICATION FORMS TO THE GIRO INPAYMENT SERVICE	1977	1072
CUSTOMER ACCOUNTS BRANCH		GIRO / NG / B / CAB	
1	TABLES OF STATISTICS	1977	771
2	TABLE OF STATISTICS	1978	771
OPENING AND SCRUTINY BRANCH		GIRO / NG / B / OSB	
1	OSB DUTY NOTES	1977	633

GIROBANK POLICY AND BUSINESS PLANS

Following on from the Green Light in November 1971 and the reviews of that year by Cooper Brothers and PA Consultants in 1972, it was decided that Planning needed to take a more prominent place in the running of the business. There had also been a review of the flow of information in the Corporation in general and it was therefore decided that all the subsidiary companies in the Organisation needed to provide an annual plan with objectives to the Post Office Board. It was further decided that a long term plan for the development of the Business over 10 years should be produced. As well as the overall business plan individual parts of the Business such as Marketing and Systems development departmental plans. 1974 also saw the start of the Business reviewing its tariffs on a regular basis and developing the infrastructure to review its own operations and development. During the later part of 1974 and 1975 the was heavily involved in the Review initiated by the new labour Government to see how its services and economic base could be strengthened and widened.

NATIONAL GIRO POLICY AND BUSINESS PLANS		GIRO / NG / BPP /	
NO	TITLE	DATES	LOCATION BOX BAY
1	GIRO POLICY 1972 – 1973	1972 – 1973	1009
2	CORPORATE PLAN	1969 – 1970	1003
3	BUSINESS PLAN GRS 1973 – 1983	1972 – 1973	1001
4	GRS BUSINESS PLAN 1973 – 1983	1973	216
5	BUSINESS PLAN 1973 – 9183 MINISTRY VERSION REQUIREMENTS	1972	216
6	GRS BUSINESS PLAN 1973 – 1983 GEC PAPER	1972	216
7	GRS SYSTEMS PLAN 1973	1973	409
8	STEWARDSHIP REVIEW POST OFFICE BOARD PAPER	1973	1019
9	BUSINESS PLAN 1974 – 1984	1973	3211
10	1973 – 1974 REPORT AND ACCOUNTS	1973 – 1974	1016
11	CORPORATE PLAN 1973	1971 – 1974	1003
12	CORPORATE PLAN 1974 : PERSONNEL	1974	465
13	GRS BUSINESS PLAN 1974 – 1984	1974	8314
14	GRS OPERATIONAL PLAN AND BUDGET 1974 - 1975	1974	387
15	REVIEWS OF GIRO WORKING PARTY 1974	1974	3689
16	REVIEWS OF GIRO WORKING PARTY 1974	1974	3689
17	DEVELOPMENT OF GIRO	1974	7124

NATIONAL GIRO POLICY AND BUSINESS PLANS		GIRO / NG / BPP /	
NO	TITLE	DATES	LOCATION BOX BAY
18	GRS SYSTEMS PLAN	1973 – 1974	1459
19	DEVELOPMENT OF THE GIRO SERVICE 1974 – 1975	1974	1004
20	GASP TEMPLATE CHART	1974	3209
21	GIRO WORKING GROUP MINUTES	1974	1061
22	GIRO WORKING GROUP GWG PAPERS	1974	1010
23	GIRO WORKING GROUP BANKING SUB COMMITTEE PAPERS	1974	1009
24	PRICE INCREASES 1974 REMITTANCE SERVICES	1974	391
25	RECONSTRUCTION OF GIRO 1974	1974	2505
26	REMITTANCE SERVICES TARIFFS REMITTANCES AND POSTAL	1964 – 1974	1015
27	GIRO PRICES INCLUDING COMPARISONS WITH BANKS	1970 – 1974	1060
28	NEW TARIFF STRUCTURE	1974	1709
29	BUSINESS PLAN 1975 - 1985	1975	918
30	MARKETING PLAN	1975	216
31	MARKETING PLAN	1975	216
32	SYSTEMS PLAN	1975	918
33	FORWARD PLANNING	1970 – 1975	1005
34	INFORMAL WORKING GROUP ON	1975	412

NATIONAL GIRO POLICY AND BUSINESS PLANS		GIRO / NG / BPP /	
NO	TITLE	DATES	LOCATION BOX BAY
	GIRO		
35	GIRO WORKING GROUP – GENERAL	1974 – 1975	1061
36	GIRO WORKING GROUP – BANKING	1974 – 1975	1060
37	SPECIAL WORKING PARTY : GIRO DEVELOPMENTS JULY 1974 PART 1	1974 – 1975	385
38	SPECIAL WORKING PARTY : GIRO DEVELOPMENTS JULY 1974 PART 2	1974 – 1975	385
39	NATIONAL GIRO THE CASE FOR EXPANSION AND CAPITAL RESTRUCURING	1975	940
40	DEVELOPMENT OF GIRO INCREASED BANKING POWERS	1974 – 1975	680
41	EXPANSION AND CAPITAL RESTRUCTURING	1975	710
42	GIRO BILL FILE 6	1975	408
43	GWG PAPERS SUBMISSION TO GOVERNMENT ON GIRO	1975	2505
44	PAPERS ON BACKGROUND TO NEW GIRO POWERS 2 PAPERS	1975	3122
45	THE DEVELOPMENT OF NATIONAL GIRO ACT OF PARLIAMENT NOVEMBER 1975 11 COPIES	1975	753
46	THE DEVELOPMENT OF NATIONAL GIRO ACT OF PARLIAMENT NOVEMBER 1975	1975	504
47	COMPENSATION	1974 – 1975	1002
48	PLANNING AGREEMENTS	1975	409
49	STAGE 3 APPLICATION TO THE PRICES COMMISSION	1975	3261

NATIONAL GIRO POLICY AND BUSINESS PLANS		GIRO / NG / BPP /	
NO	TITLE	DATES	LOCATION BOX BAY
50	OPERATIONAL PLAN AND BUDGET	1976 – 1977	3220
51	OPERATIONAL PLAN AND BUDGET	1976 – 1977	918
52	BUSINESS PLAN GRS	1975 – 1976	1002
53	CORPORATE PLAN DISCUSISON WITH THE UNIONS NATIONAL	1976	3865
54	OERATIONAL PALN AND BUDGET	1976 – 1977	383
55	GRS BUSINESS PLAN 1977 – 1987	1977	1014
56	GRS BUSINESS PLAN 1977 – 1987	1977	918
57	GIRO AND REMITTANCE SERVICES MEDIUM TERM PLAN 1977 – 1978 – 1981 – 1982	1977	1014
58	1977 DECEMBER REVIEW	1977	5484
59	FIGURES FOR OPERATIONAL PLAN AND BUDGET 1978	1977	5484
60	FIGURES FOR OPERATIONAL PLAN AND BUDGET 1978	1977	5484
61	NATOINAL GIRO GROWTH	1977	5470
62	BUSINESS PLAN	1978	9334
63	GRS BUSINESS PLAN	1978	1440
64	PUBLISHED REPORTS	1977 – 1978	5314
65	OPERATIONAL PLAN AND BUDGET 1977 – 1978, 1978 – 1979	1977 – 1979	3266
66	OPERATIONAL PLAN AND BUDGET PFB STAFFING AND SYSTEMS DIVISION CAPITAL REQUIREMENTS	1977 – 1978	918
67	OPERATIONAL PLAN AND BUDGET FOLLOW UP PAPERS	1978 – 1979	919

NATIONAL GIRO POLICY AND BUSINESS PLANS		GIRO / NG / BPP /	
NO	TITLE	DATES	LOCATION BOX BAY
68	OPERATIONAL PLAN AND BUDGET SDB 1 – 4, FPB STAFFING AND SD CAPITAL EXPENDITURE	1978 – 1979	918
69	MARCH 1978 REVIEW	1978	3266
70	POST OFFICE DATA PROCESSING SERVICE BUSINESS PLAN 1977 – 1987	1977 – 1987	481
71	DPS BUSINESS PLAN 1978 – 1979	1978	918
72	GIRO RESOURCES REVIEW 1	1975 – 1978	1424
73	OPERATIONAL PLAN AND BUDGET FINNACIAL REVIEW DECEMBER 1978	1978	5484
74	OPERATIONAL PLAN ANSD BUDGET INITIAL THOUGHTS FOR 1979	1978	5458

COMMITTEES

Committees were the lifeblood of the organisation. It was through this medium that decisions were made and policy implemented. As well as having general committees such as accommodation, safety and training, the Giro also had departmental committees dedicated to the work of a particular function within the Company. Finally there were still a number of joint committees with the Post Office covering areas of common interest such as staff terms and conditions (the Whitley Committee).

Whilst some of the Committees were developed to meet the needs of the new company, others were continuation of Committees set up during the planning process. For these Committee papers agendas and minutes prior to opening see GIRO/PER / COM for Personnel Committees and GIRO/PG/POGJ & C for all other committees.

Whilst most Committees were developed on a long term basis, there were also ad hoc committees set up to meet specific needs and problems. In particular during the Review of 1971 the Inter Departmental Working Party was set up as well internal committees such as Morale and Economy. Inevitably as the Business became more complicated the work of the major committees began to be overwhelming and a series of sub Committees such as the Giro Planning Sub Committees on Minor Projects and Elimination of Streaming were developed. Also the increasing complexity of the Business meant that Groups, bringing together people from various departments to look at a common problem or process, were formed either on a temporary or permanent basis. Over the years the Business had gradually formed a central file for all major committee papers and operational reports. This became known as the Senior Management Central File and was run by the Director of Personnel's personal secretary. It became a major centre of information providing a first reader service and borrowing facilities for the papers.

1976 saw the development of committees to look at specific products such as guarantee cards and overdrafts and a raft of ones to deal with new systems such as AMIS, PROMIS, a new input system etc. It also saw the Public Relations team have their own Committee rather than meeting as part of Marketing. **Following the passing of the Post Office (Banking Powers) Act in 1976 a New Banking Facilities Committee was set up to explore and decide how these new powers could be used to underpin new products and services for our customers.**

COMMITTEES			GIRO / NG / C /
NO	TITLE	DATES	LOCATION BOX BAY
ACCOMMODATION			GIRO / NG / C / A
1	ACCOMMODATION SUB COMMITTEE MINUTES	1969	719
2	ACCOMMODATION SUB COMMITTEE MINUTES	1970	719
3	ACCOMMODATION SUB COMMITTEE MINUTES	1971	719
4	ACCOMMODATION SUB COMMITTEE MINUTES	1972	719
5	ACCOMMODATION SUB COMMITTEE MINUTES	1969 – 1972	4329
6	ACCOMMODATION SUB COMMITTEE MINUTES	1973	719
7	ACCOMMODATION SUB COMMITTEE MINUTES	1973 - 1974	4329
8	ACCOMMODATION SUB COMMITTEE MINUTES	1974	719
9	ACCOMMODATION SUB COMMITTEE MINUTES	1975	719
10	ACCOMMODATION SUB COMMITTEE MINUTES	1976	719
11	ACCOMMODATION SUB COMMITTEE MINUTES	1977	719
12	ACCOMODATION SUB COMMITTEE MINUTES	1978	719
SAFETY			GIRO / NG / C / S
1	SAFETY SUB COMMITTEE MINUTES	1969	719
2	SAFETY SUB COMMITTEE MINUTES	1970	719

COMMITTEES			GIRO / NG / C /
NO	TITLE	DATES	LOCATION BOX BAY
SAFETY			GIRO / NG / C / S
3	SAFETY SUB COMMITTEE MINUTES	1971	719
4	SAFETY SUB COMMITTEE MINUTES	1972	719
5	SAFETY SUB COMMITTEE MINUTES	1973	719
6	SAFETY SUB COMMITTEE MINUTES	1974	719
7	SAFETY SUB COMMITTEE MINUTES	1975	719
8	SAFETY SUB COMMITTEE MINUTES	1969 - 1975	3569
9	SAFETY SUB COMMITTEE MINUTES	1976	719
10	SAFETY SUB COMMITTEE MINUTES	1972 – 1976	3495
11	SAFETY SUB COMMITTEE MINUTES	1977	719
12	SAFETY SUB COMMITTEE MINUTES	1978	719
RESTAURANT			GIRO / NG / C / R
1	RESTAURANT SUB COMMITTEE MINUTES	1969	719
2	RESTAURANT SUB COMMITTEE MINUTES	1970	719
3	RESTAURANT SUB COMMITTEE MINUTES	1971	719
4	RESTAURANT SUB COMMITTEE MEETINGS	1969 - 1971	3496
5	RESTAURANT SUB COMMITTEE MINUTES	1972	719
6	RESTAURANT SUB COMMITTEE MINUTES	1973	719
7	RESTAURANT SUB COMMITTEE MINUTES	1974	719

COMMITTEES			GIRO / NG / C /
NO	TITLE	DATES	LOCATION BOX BAY
RESTAURANT			GIRO / NG / C / R
8	RESTAURANT SUB COMMITTEE MINUTES	1975	719
9	RESTAURANT SUB COMMITTEE MINUTES	1976	719
10	RESTAURANT SUB COMMITTEE MINUTES	1977	719
11	RESTAURANT SUB COMMITTEE MINUTES	1978	719
12	DIRECTORS MESS LONDON	1978	962
MANAGEMENT STAFF TRAINING			GIRO / NG / C / MST
1	MANAGEMENT / STAFF TRAINING COMMITTEE MINUTES	1969	721
2	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1970	721
3	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1971	721
4	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1972	721
5	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1973	721
6	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1974	721
7	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1975	721
8	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1976	721
9	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1977	721
10	MANAGEMENT / STAFF TRAINING SUB COMMITTEE MINUTES	1978	721

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
NGC MANAGEMENT		GIRO / NG / C / NGCM	
1	NGC MANAGEMENT COMMITTEE MINUTES	1969	722
2	AS ABOVE PAPERS	1969	732
3	NGC MANAGEMENT COMMITTEE MINUTES	1970	732
4	AS ABOVE PAPERS	1970	732
5	ATTACHED TO THE ABOVE STAFF BRANCH WEEKLY REPORT OPERATION BRANCHES	1970	732
6	NGC MANAGEMENT COMMITTEE MINUTES	1971	722
7	AS ABOVE PAPERS	1971	732
8	NGC MANAGEMENT COMMITTEE MINUTES	1968 - 1971	3569
9	NGC MANAGEMENT COMMITTEE MINUTES	1972	722
10	AS ABOVE PAPERS	1972	732
11	NGC MANAGEMENT COMMITTEE	1972 – 1973	3495
12	NGC MANAGEMENT COMMITTEE MINUTES	1973	722
13	AS ABOVE PAPERS	1973	732
14	NGC MANAGEMENT COMMITTEE MINUTES	1974	722
15	AS ABOVE PAPERS	1974	732
16	NGC MANAGEMENT COMMITTEE MINUTES	1975	722

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
NGC MANAGEMENT		GIRO / NG / C / NGCM	
17	AS ABOVE PAPERS	1975	732
18	NGC MANAGEMENT COMMITTEE MINUTES	1976	722
19	NGC MANAGEMENT COMMITTEE MINUTES	1977	722
20	NGC MANAGEMENT COMMITTEE MINUTES	1978	726
POST OFFICE JOINT COMMITTEES		GIRO / NG / C / POGJ /	
1	POGJC MINUTES	1965 - 1969	1059
2	POGJC PAPERS	1968 - 1969	1059
3	POGJC MINUTES	1969	668
4	AS ABOVE PAPERS	1969	668
5	POGJC MINUTES	1970	3496
6	NATIONAL JOINT COUNCILS GENERAL CORRESPONDENCE	1970 - 1972	816
7	POSTAL BUSINESS JOINT COUNCIL MEETINGS	1972 – 1973	816
8	REMITTANCE SERVICES PLANNING AND CO ORDINATION COMMITTEE	1973	391
9	NATIONAL JOINT COUNCIL MEETING COPOU	1971 – 1974	816
10	NATIONAL JOINT COUNCIL MEETING COPOU	1973 – 1975	816
11	GRS / POSTS LIAISON COMMITTEE	1972 – 1975	1434
12	POST OFFICE – MANAGEMENT STAFF MEETINGS – COPOU NB CHANGED TO GRS BUSINSS COUNCIL 01 1975	1970 – 1975	1012

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
POST OFFICE JOINT COMMITTEES		GIRO / NG / C / POGJ /	
13	GRS / POSTS LIAISON COMMITTEE	1975 - 1976	1434
14	GRS / POSTS LIAISON COMMITTEE	1977	1434
15	GRS / POSTS LIAISON COMMITTEE	1978	1435
16	GIROBANK CHQ / PRD LIAISON MEETINGS	1978	1059
17	MDRG – STAFF INTERCHANGE SUB COMMITTEE	1977 – 1978	464
POST OFFICE JOINT COMMITTEES WHITLEY		GIRO / NG / C / POGJ / W	
1	GRSD WHITLEY COMMITTEE MINUTES	1969	732
2	GRSD WHITLEY COMMITTEE PAPERS	1969	732
3	GRSD WHITLEY COMMITTEE GIRO SUB COMMITTEE MINUTES	1969	732
4	GRSD WHITLEY COMMITTEE GIRO SUB COMMITTEE MINUTES	1968 – 1971	255
5	POST OFFICE DEPARTMENTAL WHITLEY COUNCIL	1969 – 1971	732
INTERDEPARTMENTAL WORKING PARTY ON GIRO		GIRO / NG / C / POGJ / IWP	
1	IWPG MINUTES	1971	1063
2	IWPG PAPERS 1 - 20	1971	1063
3	IWPG MISCELLANEOUS PAPERS	1971	1063

COMMITTEES

GIRO / NG / C /

NO TITLE

DATES

LOCATION
BOX BAYINTERDEPARTMENTAL WORKING
PARTY ON GIRO

GIRO / NG / C / POGJ / IWP

4	IWPG CORRESPONDENCE	1970 - 1971	1063
5	REPORT OF THE INTER DEPARTMENTAL STUDY GROUP ON CASH FLOW	1972	1079
6	REPORT OF THE INTER DEPARTMENTAL STUDY GROUP ON CASH FLOW	1972	1063

DEPARTMENTAL COMMITTEES

GIRO / NG / C / DC /

NO TITLE

DATES

LOCATION
BOX BAY

DEVELOPMENT

GIRO / NG / C / DC / D

1	DEVELOPMENT COMMITTEE PAPERS	1969	996
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FINANCE

GIRO/NG/C/DC/F

1	GRAWP (GIRO RECONCILIATION WORKING PARTY) SEE GIRO/NG/F/G		
2	GRIWP (WORKING PARTY ON DOUBLE ENTRY BOOK KEEPING) SEE GIRO/NG/F/G		

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
DEPARTMENTAL COMMITTEES		GIRO / NG / C / DC /	
GUARANTEE CARD AND OVERDRAFT FACILITIES CO ORDINATION COMMITTEE		GIRO / NG / C / DC / GCO	
1	MINUTES	1974 – 1976	727
2	PAPERS	1975 – 1976	751
3	GUARANTEE CARDS REPERCUSIONS IN BANKING	1976	2975
MARKETING		GIRO / NG / C / DC / M	
1	MARKETING COMMITTEE MINUTES	1968 - 1969	160
2	AS ABOVE	1968 - 1969	255
3	MARKETING COMMITTEE MINUTES	1970	160
4	MARKETING COMMITTEE MINUTES	1971	160
5	MARKETING COMMITTEE PAPERS	1971	160
6	MARKETING COMMITTEE MINUTES	1972	160
7	MARKETING COMMITTEE PAPERS	1972	172
8	MARKETING COMMITTEE MINUTES	1971 - 1972	254
9	MARKETING COMMITTEE MINUTES	1973	160
10	MARKETING COMMITTEE PAPERS	1973	172
11	MARKETING COMMITTEE MINUTES	1974	160
12	MARKETING COMMITTEE PAPERS	1974	172
12	MARKETING COMMITTEE MINUTES	1975	160
13	MARKETING COMMITTEE PAPERS 1 - 22	1975	173
14	MARKETING COMMITTEE PAPERS 23 - 46	1975	173

COMMITTEES			GIRO / NG / C /
NO	TITLE	DATES	LOCATION BOX BAY
MARKETING			GIRO / NG / C / DC / M
15	MARKETING COMMITTEE PAPERS	1975	149
16	MARKETING COMMITTEE MINUTES	1974 – 1976	149
17	MARKETING COMMITTEE PAPERS	1976	149
18	MARKETING COMMITTEE PAPERS MCM 2 / 76	1976	161
19	MARKETING COMMITTEE PAPERS MCM 3 / 76	1976	161
20	MARKETING COMMITTEE PAPERS MCM 4 / 76	1976	161
21	MARKETING COMMITTEE PAPERS MCM 5 / 76	1976	161
22	MARKETING COMMITTEE PAPERS MCM 6 / 76	1976	161
23	MARKETING COMMITTEE PAPERS MCM 7 / 76	1976	161
24	MARKETING COMMITTEE PAPERS MCM 8 / 76	1976	161
25	MARKETING COMMITTEE PAPERS MCM 9 / 76	1976	161
26	MARKETING COMMITTEE PAPERS MCM 10 / 76	1976	161
27	MARKETING COMMITTEE PAPERS MCM 11 / 76	1976	161
28	MARKETING MEETING PAPERS	1976	1068
29	MARKETING MEETING PAPERS	1977	1068
30	MARKETING COMMITTEE PAPERS MCM 1 / 77	1977	162

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
MARKETING		GIRO / NG / C / DC / M	
31	MARKETING COMMITTEE PAPERS MCM 2 / 77	1977	162
32	MARKETING COMMITTEE PAPERS MCM 3 / 77	1977	162
33	MARKETING COMMITTEE PAPERS MCM 4 / 77	1977	162
34	MARKETING COMMITTEE PAPERS MCM 5 / 77	1977	162
35	MARKETING COMMITTEE PAPERS MCM 6 / 77	1977	162
36	MARKETING COMMITTEE PAPERS MCM 7 / 77	1977	162
37	MARKETING COMMITTEE PAPERS MCM 8 / 77	1977	162
38	MARKETING COMMITTEE PAPERS MCM 9 / 77	1977	162
39	MARKETING COMMITTEE PAPERS MCM 10 / 77	1977	162
40	MARKETING COMMITTEE PAPERS MCM 11 / 77	1977	162
41	MARKETING MEETINGS MINUTES	1975 – 1977	1067
42	MARKETING MEETING PAPERS	1978	1069
43	MARKETING COMMITTEE PAPERS MCM 1 / 78	1978	162
44	MARKETING COMMITTEE PAPERS MCM 2 / 78	1978	162
45	MARKETING COMMITTEE PAPERS MCM 3 / 78	1978	162

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
MARKETING		GIRO / NG / C / DC / M	
46	MARKETING COMMITTEE PAPERS MCM 4 / 78	1978	162
47	MARKETING COMMITTEE PAPERS MCM 5 / 78	1978	162
48	MARKETING COMMITTEE PAPERS MCM 6 / 78	1978	162
49	MARKETING COMMITTEE PAPERS MCM 7 / 78	1978	162
50	MARKETING COMMITTEE PAPERS MCM 8 / 78	1978	162
51	MARKETING COMMITTEE PAPERS MCM 8 / 78	1978	162
52	MARKETING COMMITTEE PAPERS MCM 9 / 78	1978	162
53	MARKETING COMMITTEE PAPERS MCM 10 / 78	1978	162
MARKETING CO ORDINATION		GIRO / NG / C / DC / MC	
1	MARKETING CO ORDINATION COMMITTEE MINUTES	1970 - 1972	254
MARKETING LIAISON GROUP		GIRO / NG / C / DC / MLG	
1	MARKETING LIAISON GROUP MEETINGS	1973 - 1978	1067

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
NEW BANKING FACILITIES COMMITTEE		GIRO / NG / C / DC / NBF	
1	NEW BANKING FACILITIES COMMITTEE AGENDA AND MINUTES	1976 - 1978	129
2	NEW BANKING FACILITIES COMMITTEE ACTIVITY SCHEDULES	1976 - `1978	148
3	BANKIG FACILITIES CO ORDINATION COMMITTEE (DEPOSIT ACCOUNTS BUDGET ACCOUNTS BRIDGING LOANS	1977 – 1978	1585
4	NEW FACILITES CO ORDINATION COMMITTEE	1976 – 1978	1071
GIRO PLANNING		GIRO / NG / C / DC / P	
1	GIRO PLANNING COMMITTEE PAPERS	1969	748
2	GIRO PLANNING COMMITTEE (DEVELOPMENT AND OPS CO ORD COMMITTEE MINUTES)	1969	726
3	DEVELOPMENT AND OPS CO ORD MINUTES	1970	726
4	AS ABOVE PAPERS	1969 – 1970	821
5	GIRO PLANNING COMMITTEE PAPERS	1970	747
6	DEVELOPMENT AND OPS CO ORD MINUTES	1971	726
7	GIRO PLANNING COMMITTEE PAPERS	1971	747
8	GIRO PLANNING COMMITTEE MINUTES	1972	726
9	GIRO PLANNING COMMITTEE PAPERS	1972	2988
10	GIRO PLANNING COMMITTEE PAPERS	1972	747

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
GIRO PLANNING		GIRO / NG / C / DC / P	
11	GIRO PLANNING COMMITTEE PAPERS 1 - `10 (72)	1972	1389
12	GIRO PLANNING COMMITTEE PAPERS 11 - `20 (72)	1972	1389
13	GIRO PLANNING COMMITTEE PAPERS 21 - `30 (72)	1972	1389
14	GIRO PLANNING COMMITTEE PAPERS 31 - `40 (72)	1972	1389
15	DEVELOPMENT AND OPS CO ORD MINUTES	1969 – 1972	821
16	GPC CONSTITUTION AND FUNCTIONS MAR 1969 – APR 1973	1969 – 1973	1758
17	GIRO PLANNING COMMITTEE MINUTES	1973	726
18	GIRO PLANNING COMMITTEE PAPERS 29 – 39 (72) 1 – 24 (73)	1972 – 1973	878
19	GIRO PLANNING COMMITTEE PAPERS	1973	747
20	GIRO PLANNING COMMITTEE PAPERS 1 - 20	1973	2989
21	GIRO PLANNING COMMITTEE PAPERS 21 – 24	1973	2989
22	GIRO PLANNING COMMITTEE MINUTES	1974	726
23	GPC PAPERS	1974	1390
24	GPC PAPERS	1974	2989
25	GPC PAPER 2 74	1974	1389

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
GIRO PLANNING		GIRO / NG / C / DC / P	
26	GPC PAPER 13 74	1974	2989
27	GPC PAPERS 1974	1974	748
28	GIRO PLANNING COMMITTEE MINUTES	1975	726
29	GIRO PLANNING COMMITTEE PAPERS	1975	748
30	GIRO PLANNING COMMITTEE MINUTES	1972 - 1975	1388
31	GPC PAPERS	1976	748
32	GPC PAPERS	1976	3211
33	GIRO PLANNING COMMITTEE MINUTES	1978	726
34	GIRO PLANNING COMMITTEE MINUTES	1978	3211
35	GIRO PLANNING COMMITTEE	1975 – 1978	868
36	ORGANISATION OF THE GPC	1977 – 1978	868
GIRO PLANNING : SUB COMMITTEE AMIS SUB COMMITTEE		GIRO / NG / C / DC / P / AMIS	
1	MINUTES	1975 – 1976	727
2	PAPERS	1975 – 1977	751
GIRO PLANNING : SUB COMMITTEE GRS / DPS SUB COMMITTEE		GIRO / NG / C / DC / P / GDL	
1	MINUTES	1973 – 1976	726
2	MINUTES	1975 – 1976	1388
3	PAPERS	1974 – 1976	749

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
GIRO PLANNING : SUB COMMITTEE INPUT STUDY		GIRO / NG / C / DC / P / IS	
1	MINUTES	1976	727
2	PAPERS	1976	751
GIRO PLANNING : SUB COMMITTEE MINOR PROJECTS AND IMPLEMENTATION		GIRO / NG / C / DC / P / MPI	
1	GPC MINOR PROJECTS AND IMPLEMENTATION SUB COMMITTEE MINUTES	1973	726
2	GPC MINOR PROJECTS AND IMPLEMENTATION SUB COMMITTEE MINUTES	1973	749
GIRO PLANNING : SUB COMMITTEE MINOR PROJECTS AND IMPLEMENTATION		GIRO / NG / C / DC / P / MPI	
3	GPC MPI	1973	2988
4	GPC MPI DORMANT ACCOUNTS	1973	3673
5	MPI AND EOS MINUTES	1974	2988
6	GPC MPI MINUTES	1974	726
7	GPC MPI PAPERS	1974	749
8	GPC MPI PAPERS	1973 – 1974	1390
9	MPI PAPERS GPC / AMIS	1975	2988
10	GPC MPI PAPERS	1975	749
11	GPC MPI PAPERS	1976	749
12	GPC MPI MINUTES	1975 – 1977	726
13	GPC MPI MINUTES	1973 – 1977	1388

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
GIRO PLANNING : SUB COMMITTEE MINOR PROJECTS AND IMPLEMENTATION		GIRO / NG / C / DC / P / MPI	
14	GPC MPI PAPERS	1977	749
15	MPI 77 1 NUMBER AND VALUE OF JSB CHEQUES IN BUSINESS DEPOSITS	1977	3211
16	MPI 77 3 BUDGET PAYMENT FACILITY FOR TELEPHONEN BILLS	1977	3211
17	MPI 77 3 BUDGET PAYMENT FACILITY FOR TELEPHONEN BILLS	1977	3211
18	MPI 77 2 MACHINE PROCESSING OF ACCOUNT APPLICATION FORMS	1977	3211
19	MPI 77 5 MINOR PROJECTS	1977	3211
20	MPI 77 8 GIRO ACCOUNTING AND CONTROL SYSTEM REPLACEMENT OF NCR 32 ACCOUNTING MACHINES	1977	3211
21	MPI 77 10 AMENDMENTS TO THE ALLOCATION OF HALIFAX DIGIT FACILITIES	1977	3211
22	MPI 77 11 GIROSCOPE DISTRIBUTION	1977	3211
23	MPI 77 12 ACCEPTANCE OF CHEQUES AT POST OFFICE COUNTERS REVISED SPECIFICATION	1977	3211
24	GPC MPI PAPERS	1978	749
25	GPC MPI 78 01 PROVISION OF PHASE ENCODED MACHINE READABLE OUTPUT	1978	3211
26	GPC MPI 78 02 WHERE EMPLOYER DOES NOT OPERATE A GIRO ACOCUNT SPECIAL ARRANGEMENTS TO CREDIT EMPLOYEES GIRO ACOCUNTS (DUMMY ACCOUNTS)	1978	3211

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
GIRO PLANNING : SUB COMMITTEE MINOR PROJECTS AND IMPLEMENTATION		GIRO / NG / C / DC / P / MPI	
27	GPC MPI 78 07 NEW INPUT SYSTEM EFFECTS OF MICROFILM PROCESSING UP DATED REPORT	1978	3211
28	GPC MPI 78 09 GIROBANK ENCASHMENT FACILITES IN EUROPE POSTCHEQUES	1978	3211
29	GPC MPI 78 09 GIROBANK ENCASHMENT FACILITES IN EUROPE POSTCHEQUES ADDENDUM 3 ATTACHED TO ABOVE	1978	3211
30	GPC MPI 78 10 PERSONAL ACCOUNT STRUCTURE INFORMATON PAPER	1978	3211
GIRO PLANNING : SUB COMMITTEE ELIMINATION OF STREAMING		GIRO / NG / C / DC / P / EOS	
1	GPC ELIMINATION OF STREAMING SUB COMMITTEE MINUTES	1973	1389
2	IMPLEMENTATION COMMITTEE MINUTES	1973	1392
3	MPI AND EOS MINUTES SEE GIRO / NG / C / CD / P / MPI / 5	1974	2988
4	GPC EOS PAPERS	1973 – 1974	749
5	EOS IMPELEMANATION GROUP MINUTES DCB 1 MANAGER	1973 – 1974	1399
6	EOS MINUTES	1974 – 1975	2982
PERSONNEL		GIRO/NG/C/DC/PER	
1	PERSONNEL SUB COMMITTEE MINUTES	1970	726
2	PERSONNEL SUB COMMITTEE MINUTES	1971	726

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
PERSONNEL		GIRO/NG/C/DC/PER	
3	PERSONNEL SUB COMMITTEE MINUTES	1972	726
4	PERSONNEL SUB COMMITTEE MINUTES	1973	726
5	GRS BUSINESS COUNCIL	1973	816
6	NGC LOCAL JOINT OFFICE STAFFS PRODUCTIVITY COMMITTEE	1971 – 1973	3804
7	PERSONNEL SUB COMMITTEE MINUTES	1974	726
8	PERSONNEL SUB COMMITTEE MINUTES	1975	726
9	PERSONNEL SUB COMMITTEE SPECIAL MEETINGS TO DISCUSS SUBSTANTIVE TEMPORARY AND SUPERNUMERARY POSTS	1975	4958
10	PERSONNEL SUB COMMITTEE MINUTES	1976	726
11	PERSONNEL SUB COMMITTEE MINUTES	1977	726
12	PERSONNEL SUB COMMITTEE MINUTES	1978	722
PUBLIC RELATIONS / PUBLICITY		GIRO/NG/C/DC/PRP	
1	PR / PUBLICITY MEETING MINUTES SECRETARY'S FILE	1975 – 1976	165
2	PR / PUBLICITY MEETING PAPERS SECRETARY'S FILE	1976	165
3	PR / PUBLICITY MEETINGS MINUTES	1975 – 1976	1077

COMMITTEES		GIRO / NG / C /	
NO	TITLE	DATES	LOCATION BOX BAY
PUBLIC RELATIONS / PUBLICITY		GIRO/NG/C/DC/PRP	
4	PUBLIC RELATIONS PROGRESS MEETINGS MINUTES	1977 – 1978	4233
PSS STUDY GROUP 4		GIRO/NG/C/DC/SG4	
1	PSS SG4 MINUTES 12 – 77	1978	476
2	PSS SG4 COMMITTEE PAPERS	1978	476
3	STUDY GROUP 4 AND EXTERNAL BODIES	1977 – 1978	476
AD HOC		GIRO / NG / C / AH /	
1	AD HOC CONSULTATIVE COMMITTEE MINUTES	1970	713
2	DESIGN ADVISORY COMMITTEE TO POST OFFICE BOARD	1970	2417
3	ECONOMY PROGRAMME SUB COMMITTEE MINUTES	1970	719
4	AS ABOVE MINUTES AND PAPERS	1970	719
5	MORALE SUB COMMITTEE MINUTES	1970	721
6	NGC CONSULTATIVE COMMITTEE	1970	3220
7	AD HOC CONSULTATIVE COMMITTEE MINUTES	1971	713
8	AD HOC CONSULTATIVE COMMITTEE MINUTES	1972	713
9	AD HOC CONSULTATIVE COMMITTEE MINUTES	1973	713
10	AD HOC COMMITTEE ON CLERICAL / EXECUTIVE TRAINING	1971 – 1973	3568

COMMITTEES			GIRO / NG / C /
NO	TITLE	DATES	LOCATION BOX BAY
AD HOC			GIRO / NG / C / AH /
11	NGC EMERGENCY STEERING COMMITTEE	1973	2533
12	AD HOC CONSULTATIVE COMMITTEE MINUTES	1974	713
13	AD HOC CONSULTATIVE COMMITTEE MINUTES	1975	713
14	SPECIAL MEETINGS	1969 – 1975	3496
15	AD HOC CONSULTATIVE COMMITTEE MINUTES	1976	713
16	AD HOC CONSULTATIVE COMMITTEE MINUTES	1974 – 1976	2989
17	AD HOC CONSULTATIVE COMMITTEE MINUTES	1977	713
18	AD HOC CONSULTATIVE COMMITTEE MINUTES 22 SEPTEMBER 1977	1977	3220
19	WORKING COMMITTEE REPRO UNIT FINDINGS - RECOMMENDATIONS	1977	2582
PROCESS CONTROL GROUP			GIRO / NG / C / PCG /
1	PCG CONTROL AND FUNCTIONS	1973	1393
2	PCG REVIEW OF TRAFFIC VOLUMES	1973	1393
SENIOR MANAGEMENT CENTRAL FILE			GIRO / NG / C / SMCF
1	CARD INDEX	1974	3870
2	PAPER INDEX	1974	3870
3	SMCF FIRST READER SERVICE	1974	975

CIRCULARS

Circulars were the main means of communication within the Giro and carried a whole range of information including technical changes to the system, changes in working patterns and re organisations. They also were the vehicle for job advertisements and appointments, and a range of personnel matters.

There were two types within the Giro, the first were business wide ones issued either to all staff or to certain categories such as Senior managers, all managers etc. The second were departmental ones, which either carried information of a purely local nature or interpreted a business wide into the context of the department. Early circulars are a vital source of information on how the business developed on a day to day basis. In particular the Accounts Management Branch (AMB) circulars carry a wealth of information on how the National Giro interacted with its customer base.

As well as their own circulars the Giro continued as part of the post Office to receive their circulars where they had a relevance to the Business. In particular they continue to receive Headquarters Circulars.

All these sets were part of on going series and previous circulars can be found in GIRO/CIR.

CIRCULARS		GIRO / NG / CIR /	
NO	TITLE	DATES	LOCATION BOX BAY
POST OFFICE		GIRO / NG / CIR / PO	
1	CHQ / PHQ / THQ CIRCULARS ALSO A & PRD CIRCULARS	1967 - 1969	785
2	POST OFFICE CIRCULARS	1969	2228
3	CHQ 184/70 PHQ 343/70 THQ 401/70 CIRCULARS RE COPYRIGHT	1970	1247
4	CHQ PHQ THQ CONCERNING USERS CONSULTATION AND THE POST OFFICE	1971	1247
5	PHQ 305/69 222/71 THQ 268/71 AUTHORITY TO SIGN DOCUMENTS ON BEHALF OF THE POST OFFICE	1971	1247
6	CHQ CIRCULARS	1972	785
7	CHQ CIRCULARS	1972	785
8	CHQ PHQ THQ SETTING OUT REVISED PROCEUDRE FOR DEALING WITH LEGISLATION AFFECTING THE POST OFFICE	1972	1247
9	PHQ CIRCULARS	1970 – 1971	2226
10	PHQ CIRCULARS	1972	2226
11	CHQ CIRCULARS	1973	786
12	PHQ CIRCULARS	1973	786
13	PHQ CIRCULARS	1973	5096
14	THQ CIRCULARS	1973	785
15	CHQ CIRCULARS	1974	787
16	PHQ CIRCULARS	1974	787

CIRCULARS			GIRO / NG / CIR /
NO	TITLE	DATES	LOCATION BOX BAY
POST OFFICE			GIRO / NG / CIR / PO
17	CHQ CIRCULARS	1975	788
18	PHQ CIRCULARS	1975	788
19	CHQ CIRCULARS	1976	789
20	PHQ CIRCULARS	1976	789
21	CHQ CIRCULARS	1977	789
22	PHQ CIRCULARS	1977	790
23	CHQ / PHQ CIRCULARS	1977	4233
24	PHQ CIRCULARS	1978	791
25	CHQ CIRCULARS	1978	790
26	CHQ / PHQ / THQ CIRCULARS	1972 – 1978	2226
27	PHQ CIRCULARS	1978	2226
NATIONAL GIRO			GIRO / NG / CIR / NGC
1	NGC CIRCULARS	1969	782
2	NGC CIRCULARS	1969	492
3	NGC CIRCULARS	1969	440
4	NGC CIRCULARS	1970	782
5	NGC CIRCULARS	1970	440
6	NGC CIRCULARS	1970	440
7	NGC CIRCULARS	1971	782
8	NGC CIRCULARS	1972	782
9	NGC / GRS CIRCULARS	1972	440

CIRCULARS		GIRO / NG / CIR /	
NO	TITLE	DATES	LOCATION BOX BAY
NATIONAL GIRO		GIRO / NG / CIR / NGC	
10	GRS CIRCULARS	1972	784
11	GRS CIRCULARS	1972	4233
12	GRS CIRCULARS	1972 – 1973	252
13	GRS CIRCULARS	1973	2966
14	GRS CIRCULARS	1973	784
15	GRS CIRCULARS	1973	4233
16	NGC CIRCULARS	1972 – 1974	1354
17	GRS CIRCULARS	1974	785
18	GRS CIRCULARS	1974	2966
19	GRS CIRCULARS	1974	4233
20	GRS STAFF NOTICES	1974	2970
21	1974 CIRCULARS	1974	440
22	GRS CIRCULARS	1975	4233
23	GRS CIRCULARS	1975	785
24	GRS CIRCULARS	1975	2966
25	CIRCULARS	1974 - 1975	1928
26	GRS CIRCULARS	1974 - 1975	3497
27	NGC / GRS CIRCULARS RTB	1971 - 1975	3997
28	GRS STAFF NOTICES	1969 - 1975	792
29	GRS STAFF NOTICES	1975	2970
30	GRS CIRCULARS	1976	4233
31	GRS CIRCULARS	1976	3497

CIRCULARS		GIRO / NG / CIR /	
NO	TITLE	DATES	LOCATION BOX BAY
NATIONAL GIRO		GIRO / NG / CIR / NGC	
32	GRS CIRCULARS	1976	784
33	GRS CIRCULARS	1976	2966
34	GRS STAFF NOTICES	1976	2970
35	GRS CIRCULARS	1977	784
36	GRS CIRCULARS	1977	3497
37	GRS CIRCULARS	1977	4233
38	GRS STAFF NOTICES	1977	2970
39	GRS CIRCULARS - INDEX	1972 - 1977	4233
40	GRS CIRCULARS	1977	2966
41	GRS CIRCULARS	1978	784
42	GRS CIRCULARS	1978	4233
43	GRS CIRCULARS	1978	3497
BRANCH		GIRO / NG / CIR / NGCB	
1	DEPARTMENTAL CIRCULARS 1 - 100	1967 - 1969	252
2	DEPARTMENTAL CIRCULARS 101 - 215	1969	2523
3	DEPARTMENTAL CIRCULARS 297 – 318	1970	252
4	AMB CIRCULARS	1969 – 1970	8352
5	AMB CIRCULARS	1970 – 1971	8352
6	AMB CIRCULARS	1971 – 1972	8352
7	AMB CIRCULARS	1972	8352
8	DEPARTMENTAL CIRCULARS 479 - 560	1971 – 1972	253

CIRCULARS		GIRO / NG / CIR /	
NO	TITLE	DATES	LOCATION BOX BAY
BRANCH		GIRO / NG / CIR / NGCB	
9	AMD CIRCULARS	1973	2982
10	SDD / SPD CIRCULARS	1972 - 1973	5097
11	DEPARTMENTAL CIRCULARS JUNE 1973 – JULY 1974	1973 – 1974	252
12	AMB CIRCULARS	1976	1928
13	AMB (CAS CIRCULARS)	1973	8353
14	AMB (CAS CIRCULARS)	1974 – 1975	8353
15	AMB (CAS CIRCULARS)	1976 - 1977	8353
16	CCB CIRCULARS	1977	1928
17	CIRCULARS MARKETING / PUBLICITY 1969 – 1978		3559
18	SDD CIRCULARS	1969 – 1978	1355

DEVELOPMENT DIVISION

This was the fledgling information technology department for National Giro. It consisted of the professionals such as programmers who dealt with the technical aspects of the Bank's many computer systems and technologies. In the early 1970s it became known as the Systems Division and its records are now recorded as part of the Technology section (See GIRO/NG/T/SD).

DEVELOPMENT DIVISION

GIRO / NG / DD /

NO TITLE

DATES

LOCATION
BOX BAY

DEVELOPMENT DIVISION

1 ORGANISATION AND STAFFING

1968 - 1969

997

GIRO BUSINESS DIRECTORIES

Business Directories were an essential information provider for our customers. They listed all the businesses, who had opened accounts since the Giro opened and their 7 digit account numbers. This allowed both personal and business customers to know who was willing to be paid through Giro and to be able to use their transfer documents to carry out free transactions. The directories were also used as a marketing / sales tool to promote the use of Giro.

Business directories were initially developed prior to opening and information on this can be found in GIRO/PAM/DIR.

GIRO BUSINESS DIRECTORIES		GIRO / NG / DIR /	
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL		GIRO / NG / DIR / G	
1	DIRECTORIES REQUIREMENTS FOR VESTING DAY	1969	949
2	VIP ACCOUNT HOLDERS	1969	950
3	WEEKLY SUMMARY OF NEW BUSINESS ACCOUNT HOLDERS	1969	598
4	DIRECTORY FILE INDEX DY SERIES		950
5	PUNCHING ARRANGEMENTS	1968 – 1970	948
6	PRODUCTION ORIGINAL PREFACE PAGES	1968 – 1970	948
7	DISTRIBUTION	1968 – 1970	949
8	FREQUENCY OF PUBLICATION & DISCONTINUATION OF SUPPLEMENTS	1970	950
9	ENTRIES CONTENT OF ADDRESS AND USE OF POSTCODE	1968 – 1970	950
10	COPYRIGHT	1969 – 1970	950
11	COMPUTERPRINT PROGRAMME ILLOGICALITIES ALPHABETICAL TYPESETTING	1969 – 1971	950
12	PRODUCTION PLANNING OCT 1971 ONWARDS	1971 – 1972	948
13	SETTLEMENT CLAIM TENDER 501808 (PD 413/19)	1970 – 1972	948
14	PRODUCTION QUANTITIES	1968 – 1972	949
15	PUBLICITY	1968 – 1972	949
16	DIRECTORY CONTRACT TENDER	1972 – 1973	948
17	DIRECTORY PRODUCTION PAYMENTS TO COMPUTAPRINT LTD	1968 – 1973	949

GIRO BUSINESS DIRECTORIES			GIRO / NG / DIR /
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			GIRO / NG / DIR / G
18	BUSINESS DIRECTORY X DIRECTORY ENTRIES INTERNAL & HEADQUARTERS DISTRIBUTION	1973	950
19	GIRO DIRECTORY WITH LOOSE WORKING FILE INSIDE	1972 – 1974	611
20	GIRO BUSINESS DIRECTORY - ALTERNATIVES TO COMPUTAPRINT	1971 – 1974	604
21	DIRECTORY ALTERNATIVES TO COMPUTAPRINT GPC PAPER NO 25 1972	1972 – 1974	950
22	DIRECTORY ENTRY LOGIC	1971 – 1974	949
23	DIRECTORY PRODUCTION COSTINGS	1970 – 1974	949
24	DIRECTORY SECTION PROCEDURES	1968 – 1975	950
25	PROCEDURES ASSOCIATED BRANCHES	1970 – 1975	950
26	DIRECXTORY ENTRIES : FOREIGN ADMINISTRATIONS ACCOUNTS	1975	950
27	ADVERTISING IN GIRO DIRECTORIES	1970 – 1976	949
28	DIRECTORY ENTRIES ERRORS AND CORRESPONDENCE	1969 – 1977	949
INDIVIDUAL DIRECTORY PAPERS			GIRO / NG / DIR / I
1	DIRECTORY PRODUCTION INITIAL PLANNING NOV 1967 UP TO 1 ST EDITION BUSINESS DIRECTORY 01 1969	1969	948
2	DIRECTORY TEXT PRODUCTION PROPOSED AMENDMENTS TO SYSTEM	1969	949
3	BUSINESS DIRECTORY 2 ND EDITION APRIL 1969 EDIT OF TEXT	1969	949

GIRO BUSINESS DIRECTORIES

GIRO / NG / DIR /

NO TITLE

DATES

LOCATION
BOX BAY

INDIVIDUAL DIRECTORY PAPERS

GIRO / NG / DIR / I

4	BUSINESS DIRECTORY 2 ND EDITION APRIL 1969 MODIFICATION OF COVER	1969	949
5	BUSINESS DIRECTORY 2 ND EDITION APRIL 1969 PREFACE REVISION	1969	949
6	BUSINESS DIRECTORY 4 TH EDITION OCTOBER 1969	1969	950
7	EDITION OF THE DIRECTORY	1969	240
8	BUSINESS DIRECTORY 5 TH EDITION JANUARY 1970	1970	950
9	BUSINESS DIRECTORY 6 TH EDITION APRIL 1970	1970	950
10	BUSINESS DIRECTORY APRIL 1971	1971	796
11	BUSINES DIRECTORY 1973	1973	951
12	BUSINES DIRECTORY 1975	1975	796
13	BUSINES DIRECTORY 1976	1976	4235
14	BUSINESS DIRECTORY 1978	1978	689

DECIMILISATION / METRICATION

This was a major project for Giro. It involved not only the Legal Department but also the Technology department and operational departments. It also spanned the boundaries between the Giro and the Post Office, who were equally heavily involved in managing the change over to decimal currency. The papers therefore relate to the legal change over, the creation of computer programmes to deal with the change from £SD to £P and the abolition of the old 1/2 penny, and the practicalities of the new coinage.

These matters were already being considered prior to opening and papers can be found in GIRO/PG/DM.

DECIMILISATION / METRICATION		GIRO / NG / DM /	
NO	TITLE	DATES	LOCATION BOX BAY
DECIMILISATION		GIRO / NG / DM / D	
1	DECIMILISATION MAIN PAPERS	1968 - 1969	384
2	DECIMILISATION INSTRUCTIONS FOR POSTAL STAFF	1969	395
3	DECIMILISATION LEGAL ASPECTS AFFECTING GIRO PAPER	1968 - 1969	397
4	DECIMILISATION GRSD PAPERS	1968 - 1969	396
5	DECIMILISATION OVERSEAS TRADE CHARGE MONEY ORDERS REMOVAL OF ODD 1/2 D TARIFF	1965 - 1969	397
6	DECIMILISATION GIRO AND COUNTER SERVICES	1968 - 1969	1004
7	DECIMILISATION	1967 - 1969	1557
8	DECIMILISATION TRIALS TESTING OF DECIMAL FILE CONVERSION PROGRAMS	1969	565
9	CONVERSION OF MAIN LEDGER FILES TO DECIMAL CURRENCY SYSTEMS DEVELOPMENT	1969	1471
10	STEERING GROUP ON DECIMALISATION	1970	996
11	DECIMAL INSTRUCTIONS SCOPE	1969 – 1970	996
12	DECIMALISATION GENERAL	1969 – 1970	996
13	DECIMALISATION DCB LEAFLET ABOUT THE POST OFFICE	1970	384
14	DECIMALISATION & GRSD CORRESPONDENCE WITH SOLICITORS OFFICE	1968 – 1970	397

DECIMILISATION / METRICATION		GIRO / NG / DM /	
NO	TITLE	DATES	LOCATION BOX BAY
DECIMILISATION		GIRO / NG / DM / D	
15	DECIMALISATION CHARGES	1969 – 1970	397
16	DECIMAL CURRENCY BOARD BOOKLET BANKING IN DECIMAL	1966 – 1970	384
17	OUTSIDE ENQUIRIES ON DECIMALISATION	1968 – 1970	397
18	DECIMALISATION PLANNING PAPERS	1969 – 1971	996
19	MAIN PAPERS DECIMALISATION	1968 – 1971	384
20	SPEC IJ 69 PROOFS DECIMALISATION	1971	575
21	4 – 70 PROGRAMMING REQUIREMENTS DECIMALISATION	1971	596
22	DECIMAL CURRENCY BOARD FINAL REPORT	1971	384
23	A GIRO TRAINING PUBLICATION DECIMALISATION	1971	7919
METRICATION		GIRO / NG / DM / M	
1	METRICATION GENERAL	1969	616
2	EEC METRICATION	1971	3209

ESTATES BRANCH

This was one of the administrative functions, which supported the whole business. As such it was responsible for all building works, moves and re-alignments of branches within the Bootle site. It was also responsible for all electrical and decorative work within the site and for maintaining the site's grounds and car parks. The department took over responsibility for the Bootle building and inherited the papers from the Post Office. These papers are lodged in GIRO/PG/ACC.

In 1975 the National Giro's London office moved from Cheyne House to 10 Milk Street and the Estates Branch became responsible for managing the site. It also took responsibility for managing all National Giro sites outside Bootle and for identifying potential sites through out the Country as the need arose. **By 1978 the pressure on space at the main Giro site meant that Estates were asked to start finding additional accommodation in the Bootle Area. The first to be investigated was Bridge House on Dunnings Bridge Road.**

ESTATES BRANCH

GIRO / NG / EB /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	SIGNPOSTING OF ADMINISTRATION BLOCK	1969	5847	
2	KEYING AREA LAYOUT AND TERMINATIONS	1969	704	
3	FUSING AND PROTECTION PANELS	1969	703	
4	EL&P MAINTENANCE BLOCK	1969	4328	
5	MAP ON HOW TO FIND THE NATIONAL GIRO CENTRE	1970		
6	STRUCTURE : ADMIN BLOCK BUILDING ALTERATIONS AFTER HANDOVER	1967 – 1970	4329	
7	STRUCTURE : COMPUTER BUILDING BUILDING ALTERATIONS AFTER HANDOVER	1968 – 1970	4329	
8	ADMIN FILE ACCOMMODATION E.O. DUPLICATOR INVENTORY NB INCLUDES FILE ON FUEL ECONOMY	1970	3616	
9	SOUNDPROOFING – WATER PRESSURISATION ROOM	1969 – 1971	4337	
10	MAJOR BUILDING PROJECTS TENDERING ESTIMATES	1974	4336	
11	NATIONAL GIRO CENTRE ADMINISTRATION BLOCK ACCOMMODATION STUDY	1974	1500	
12	STORAGE AND HANDLING ARRANGEMENTS LONGFIELD ROAD STORES	1974	1514	
13	ADMISSION OF COPOU OFFICIALS TO PO BUILDINGS	1974	413	

ESTATES BRANCH		GIRO / NG / EB /	
NO	TITLE	DATES	LOCATION BOX BAY
14	AIR CONDITIONING CAE II PDP 9	1973 – 1974	414
15	ADMINISTRATION BLOCK ACCOMMODATION STUDY FEBRUARY 1975	1975	384
16	ADMINISTRATION BLOCK ACCOMMODATION STUDY FEBRUARY 1975	1975	1500
17	OPERATIONS BLOCK ACCOMMODATION STUDY MARCH 1975	1975	1500
18	OPERATIONS BLOCK ACCOMMODATION STUDY MARCH 1975	1975	6384
19	CROPOP EDINBURGH SALES OFFICE	1975	5126
20	LONDON BUILDING MODIFICATIONS AND ASSOCIATED EXPENDITURE	1972 – 1975	4319
21	CONSTRUCTION INDUSTRY TAX DEDUCTION SCHEME	1975	4719
22	STAFF ARCHITECT BUILDING PACKAGES	1975	565
23	PSA PROPOSAL TO INCREASE OFFICE SPACE AT BOOTLE	1976	5084
24	PROJECT PROGRAMME CONTROL CHARTS	1976	4323
25	SECURITY ACCESS TOB THE COMPUTER AREAS	1968 – 1976	2530
26	SITE SECURITY – PASSES	1970 – 1976	5454
27	EL&P COMPUTER BLOCK	1976	4328

ESTATES BRANCH		GIRO / NG / EB /	
NO	TITLE	DATES	LOCATION BOX BAY
28	EL&P OPS BLOCK	1976	4328
29	EL&P SORTING OFFICE	1968 – 1976	4328
30	EL&P WELFARE BLOCK	1975 - 1976	4328
31	ACCOUSTIC PROBLEMS COMPUTER	1976	4337
32	LEASING AGREEMENTS	1976	3679
33	WEIGHTS AND MEASURES BILL 1976	1976	4718
34	TAKE OVER OF BUILDING WORK BY GRS	1976 – 1977	4333
35	EL&P SOUTH BLOCK	1977	4328
36	EMERGENCY POWER SUPPLIES	1977	2909
37	ELECTRICITY DISCOUNT SCHEME	1977	2909
38	EMERGENCY POWER FAILURE	1977	2581
39	GIRO SORTING OFFICE	1965 – 1977	4319
40	ACCOMMODATION AMIS	1975 – 1977	4317
41	ACCOUSTIC TREATMENT ERCR BGRS AND MICR MACHINES	1969 – 1977	4337
42	WASTE PAPER REPORT	1976 – 1977	959
43	LEGISLATION GENERAL POST OFFICE / BRITISH GAS REPORT ON LEAKS	1976 – 1977	4718
44	PRESCOT UNIT A CESSATION OF LEASE	1977	1515
45	ACCOMMODATION	1969 – 1977	1000
46	ENGINEERING WORKS EXTERNAL QUOTATIONS	1977	4326
47	GIROBANK ACCOMMODATION REQUIREMENTS	1976 – 1978	4325

ESTATES BRANCH		GIRO / NG / EB /	
NO	TITLE	DATES	LOCATION BOX BAY
48	ALLOCATION OF RESPONSIBILITIES BETWEEN B&SB AND POED	1978	4325
49	AGENCY AGREEMENT FOR PROVISION OF BUILDINGS – TELECOMMS INST	1978	4325
50	DAYTERM MAINTENANCE AND NEW WORK CONTRACT	1978	4325
51	BUILDING AND SUPPL;IES BRANCH CIRCULAR	1978	1584
52	PRE FABRICATED BUILDINGS	1978	4319
53	SECURITY	1975 – 1978	1402
54	SAFETY SERVICES	1975 – 1978	6715
55	DOMESTIC DUTY	1976 – 1978	5097
56	CB OPS	1978	4323
57	NEW MAIN FRAME COMPUTER HALL WORKING PARTY STUDY	1978	5083
58	REDECORATION COMPUTER HALL	1978	3415
59	ACCOMMODATION PTB	1975 – 1978	3416
60	EXTERNAL FIRE DOORS SOUTH BLOCK	1978	4336
61	EL&P PRIORITY LISTS	1978	4328
ESTATES BRANCH : BOOTLE BUILDINGS		GIRO / NG / EB / BB	
1	SURVEY OF BRIDGE HOUSE	1978	1514
2	CROPOP PRESCOT	1978	5126

ESTATES BRANCH

GIRO / NG / EB /

NO TITLE

DATES

LOCATION
BOX BAY

ESTATES BRANCH : LONDON

GIRO / NG / EB / L

1	SEE GIRO / NG / EB / 20		
2	NEW GIRO HEADQUARTERS 10 MILK STREET	1975 – 1976	1711
3	CROPOP INFORMATION CENTRE CATHEDRAL PLACE LONDON	1976	5126
4	CASTLECOURT HOUSE MUNFORD COURT EC2 DEED POLL	1975 – 1977	3925
5	CASTLECOURT HOUSE MUNFORD COURT EC2 DEED POLL	1975 – 1977	3925
6	LONDON ACCOMMODATION 10 MILK STREET	1976 – 1978	4319
7	CROPOP EUSTON TOWER	1978	5126
8	AUDIO VISUAL EQUIPMENT MILK STREET	1978	1636

ESTATES BRANCH : REGIONS

GIRO / NG / EB / R

NO TITLE

DATES

LOCATION
BOX BAY

1	EDINBURGH SEE GIRO / NG / EB / 19		
2	SERO FIRE ESCAPE PAPERS	1976	3424
3	REGIONAL ACCOMMODATION LEEDS	1976	4318
4	REGIONAL ACCOMMODATION SWRO	1976 – 1977	4364
5	BSB POLICY NEW WORK / LEASES REGIONAL OFFICES	1978	4374
6	CARPARK BELFAST	1978	4319
7	CROPOP BIRMINGHAM SALES OFFICE	1978	5126

ESTATES BRANCH

GIRO / NG / EB /

NO TITLE

DATES

LOCATION
BOX BAY

ESTATES BRANCH : REGIONS

GIRO / NG / EB / R

8	CROPOP BRISTOL SALES OFFICE	1978	5126
9	CROPOP BRISTOL SALES 11 WOODLANDS ROAD	1978	5126

EXTERNAL CONSULTANTS AND REVIEWS

In 1970 the return of a Conservative government under Edward Heath ensured that the lame ducks of British Industry were given a thorough Review. The National Giro as one of those targeted used outside consultants to give an independent and critical report on its operations and development. In particular the Giro employed Peter Plummer, an external Banking Consultant, to carry out a comprehensive review of its services and operations. During 1971 Cooper Brothers were commissioned to undertake a full review of the Company as part of the Government Review. Following the “Green light” decision of November 1971 to allow Giro to continue but with a revised set of objectives and targets, the Company decided to use the expertise of an external company to re align the business. PA Management Consultants Ltd were brought in late 1971 to advise on the re structuring and streamlining of the business. Most of their review was carried out in 1972.

The Giro also made first contact with Professor Glyn Davies of University of Wales Institute of Science and Technology in Cardiff. Professor Davies was researching Modern Money transfer systems. In 1973 the National Giro made its first major contribution to a Government Review when it submitted evidence to the Page Committee to Review National Savings. The next big external review was the Carter Committee to Review the Post Office in 1976. The National Giro made a number of submissions to this and third parties were also invited to comment upon it and its functions. The Carter Committee reported to Parliament in late 1977 and in the same year the Government set up the Wilson Committee to review the functioning of financial institutions. The Price Commission also reviewed bank charges and included National Giro for the first time.

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
1	EMPLOYMENT OF OUTSIDE MANAGEMENT CONSULTANTS SBRD CENTRAL REGISTER LIAISON OFFICER	1970	468
2	COOPER BROTHERS	1970	679
3	GIRO – PILKINGTON REPORT	1970	395
4	RYLAND REPORT / FINANCIAL REVIEWS ETC (WORKING PARTY ON FUTURE OF GIRO)	1970	3208
5	EXTERNAL AUDIT REPORTS TOUCHE ROSS AND CO.	1970	756
6	SELECT COMMITTEE ON NATIONALISED INDUSTRIES	1971	1080
7	POST OFFICE BOARD REPORT ON THE FUTURE DEVELOPMENT OF GIRO	1970 - 1971	1079
8	COOPER BROTHERS INVESTIGATION INTO GIRO BRIEF	1971	1055
9	COOPER BROTHERS INVESTIGATION INTO GIRO CORRESPONDENCE	1971	1055
10	COOPER BROTHERS INVESTIGATION INTO GIRO MISCELLANEOUS PAPERS	1971	1055
11	COOPER BROTHERS INVESTIGATION INTO GIRO POST OFFICE BOARD PAPER AND EXTRACT OF MINUTES	1971	1055
12	COOPER BROTHERS INVESTIGATION INTO GIRO EXTRACTS OF REPORT	1971	1055
13	COOPER BROTHERS INVESTIGATION INTO GIRO ADDITIONAL INFORMATION REQUESTED BY THE CHAIRMAN	1971	1055

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
14	COOPER BROTHERS INVESTIGATION INTO GIRO AGENTS DEPOSITS	1971	1055
15	COOPER BROTHERS INVESTIGATION INTO GIRO GOVERNMENT DEPARTMENTS AND NATIONALISED INDUSTRIES	1971	1055
16	COOPER BROTHERS INVESTIGATION INTO GIRO PRIVATE ACCOUNTS	1971	1055
17	PA CONSULTANTS ASSIGNMENT	1971	1711
18	PA CONSULTANTS DCB 1 THROUGH PUT RATES AND TARGETS	1971	1392
19	PA REPORTS 1 – 6	1971	1575
20	PA MANAGEMENT CONSULTANTS MINUTES OF MEETINGS	1971 – 1972	1465
21	PA MANAGEMENT CONSULTANTS MONTHLY REPORTS	1971 – 1972	1465
22	PA MANAGEMENT CONSULTANTS REVIEW OF ASSIGNMENT PRESENTATION	1972	1465
23	PA MANAGEMENT CONSULTANTS TRAFFIC AND DATA DIVISION 1972	1972	1464
24	PA MANAGEMENT CONSULTANTS TRAFFIC AND DATA DIVISION 1972 WORKFLOW	1972	1464
25	PA MANAGEMENT CONSULTANTS REPORTS	1971 – 1972	1012
26	STANDING COMMITTEE FOR JOINT DISCUSSIONS MANAGEMENT AND STAFF SIDE ON PA ASSIGNMENT TRAFFIC AND DATA DIVISION	1971 – 1972	1393

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
27	PA CONSULTANTS DETAILS OF CLERICAL WORK MEASUREMENT TECHNIQUES	1972	1393
28	PA CONSULTANTS PROJECT GROUP NO 3 MICROFILM AND RETRIEVAL	1971 – 1972	1414
29	PA CONSULTANTS PROJECT GROUP NO 4 DCB 1 & 2 REVIEW OF INDIRECT STAFF	1972	1392
30	PA CONSULTANTS PROJECT GROUP NO 5 MANAGEMENT CONTROL INFORMATION	1971 – 1972	1393
31	PA CONSULTANTS PROJECT GROUP NO 6 SURPLUS STAFF POOL	1972	1393
32	PA CONSULTANTS PROJECT GROUP NO 8 GIRO COSTING	1972	1393
33	PA MANAGEMENT CONSULTANTS LTD REVIEW OF LOCATION OF POSTS	1972	1086
34	PA MANAGEMENT CONSULTANTS LTD REVIEW OF ASSIGNMENT PRESENTATION	1972	1086
35	PA MANAGEMENT CONSULTANTS LTD REVIEW OF LOCATION OF NON-OPERATIONAL STAFF BOOTLE AND LONDON	1972	1086
36	PA REPORTS NO 7 – 12 INCREASE IN PRODUCTIVITY ACHIEVED AT NATIONAL GIRO CENTRE BOOTLE	1972	1575
37	PA ADVICE ON TIME MEASUREMENTS SEE GIRO/NG/ICE/ 34 – 37		

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
38	PA SPECIAL PROJECTS SECTION MINUTES : STANDING COMMITTEE ASSIGNMENT IN TRAFFIC AND DATA DIVISION : REPORT ON LOCATION OF NON OPERATIONAL STAFF IN BOOTLE AND LONDON	1972	1575
39	GRS DEVELOPMENT THE FUTURE OF GIRO (PROF GLYN DAVIES)	1972	215
40	REQUEST FOR INFORMATION ON GIRO FROM PROF GLYN DAVIES CARDIFF UNIVERSITY	1970 – 1972	381
41	PROFITABILITY OF FOREIGN GIROS PROF GLYN DAVIES RESULTS TO A QUESTIONNAIRE	1971 – 1972	215
42	ARTHUR ANDERSEN REVIEW OF THE USE OF GIRO FACILITIES BY COMPANIES	1970 – 1973	1052
43	BSI MISCELLANEOUS PAPERS	1969 – 1971	1914
44	BSI MISCELLANEOUS PAPERS	1972 – 1973	1914
45	JAMES ROBERTSON'S ASSIGNMENT FOR GIRO	1973	1010
46	JAMES ROBERTSON ASSIGNMENT	1973	1064
47	PA MANAGEMENT CONSULTANTS LTD	1972 – 1973	1012
48	PA CONSULTANTS ASSIGNMENTS	1972 – 1973	3867
49	EIVDENCE TO THE PAGE COMMITTEE	1971 – 1973	231
50	YOUNGER REPORT ON PRIVACY	1972 – 1973	1019
51	SIR HARRY PAGE REPORT OF THE COMMITTEE TO REVIEW NATIONAL SAVINGS	1973	753
54	PAGE COMMITTEE (COMMITTEE TO REVIEW NATIONAL SAVINGS)	1971 – 1974	1012

EXTERNAL CONSULTANTS AND REVIEWS

GIRO / NG / ECR /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
53	PAGE COMMITTEE TO REVIEW NATIONAL SAVINGS	1972 – 1974	1073	
54	THE PAGE COMMITTEE	1973 – 1974	3063	
55	LAYFIELD COMMITTEE LOCAL GOVERNMENT FINANCE	1976 – 1977	409	
56	PRICE COMMISSION ENQUIRY ON BANK CHARGES INCLUDING GIRO	1977	2666	
57	PRICE COMMISSION ENQUIRY ON BANK CHARGES INCLUDING GIRO	1977	6189	
58	FUTURE OF THE VOLUNTARY SAVINGS MOVEMENT	1977	1006	

PETER PLUMMER

GIRO / NG / ECR / PP

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	BANKS OPENING HOURS	1970	3272	
2	BUILDINGS QUESTIONS	1970	3272	
3	BANKING INSURANCE AND FINANCE INDUSTRY TRAINING BOARD	1970	3272	
4	BROADCAST RECEIVING LICENCE	1970	3272	
5	BALANCE SHEET	1970	3272	
6	CUSTOMER RELATIONS LORD CHANCELLOR'S DEPT	1970	3272	
7	CUSTOMER STATIONERY BRANCH	1970	3272	
8	CUSTOMS AND EXCISE C & E	1970	3272	
9	CONTRACT UNDER SEAL FOR THE SUPPLY OF WATERMARKED PAPER FOR HIGH VALUE POSTAL ORDERS 1966 – 1970	1970	3272	
10	CONSUMER MAGAZINE	1970	3272	
11	CO OPERATIVE WHOLESALE SOCIETY	1970	3272	
12	CENTRAL STATISTICAL OFFICE FINANCIAL STATISTICS	1970	3272	
13	COSTS MISCELLANEOUS	1970	3272	
14	DEVOLUTION OF POWERS TO REGIONS	1970	3272	
15	DECIMALISATION	1970	3272	
16	DICE REPORT INVESTMENT DIVISOIN	1970	3272	
17	EDUCATION SERVICES	1970	3272	
18	ECONOMY PROGRAMME SUB COMMITTEE	1970	3272	

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION
PETER PLUMMER		GIRO / NG / ECR / PP	
19	FORMS DIRECTORIES	1970	3272
20	FREE GIRO FACILITIES	1970	3272
21	GRSD BOARD	1970	3273
22	INVESTMENT LEAFLETS	1970	3273
23	INVESTMENT GRANTS	1970	3273
24	LEO BURNETT LPE LTD MINUTES	1970	3273
25	LUNCH WITH THE CHIEF CASHIER BANK OF ENGLAND	1970	3273
26	LOCAL AUTHORITY SEMINAR	1970	3273
27	MARKETING SERVICES REPORT	1970	3274
28	MULTIPLE ACCOUNTS CONTROL	1970	3274
29	MANAGING DIRECTOR'S COMMITTEE POSTS AND GIRO	1970	3274
30	MANAGEMENT BY OBJECTIVES	1970	3274
31	MANAGEMENT BOARD PAPER	1970	3274
32	MARKETING DIVISION	1970	3274
33	MARKET RESEARCH	1970	3274
34	MINISTRY OF DEFENCE	1970	3274
35	OCTOBER 1970 PACKAGE MARKETING CO ORDINATION REPORT	1970	3274
36	MANAGEMENT ETC CONSULTANTS	1970	3274
37	NOTICE TO CUSTOMERS	1970	3275
38	NATIONAL SAVINGS ENQUIRY	1970	3275

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
PETER PLUMMER		GIRO / NG / ECR / PP	
39	OPERATIONS IMPROVEMENTS	1970	3275
40	OPERATIONAL RESEARCH AND WORK STUDY	1970	3275
41	OSLO	1970	3275
42	SYSTEM	1970	3276
43	SPEECHES	1970	3276
44	SECURITY	1970	3276
45	STUDY GROUP ON THE MANAGEMENT OF CASH AND BANK BALANCES	1970	3276
46	STATIONERY	1970	3276
47	SIBOL	1970	3276
48	SPECOL	1970	3276
49	UNECONOMIC TRANSACTION TYPES	1970	3276
50	PO REPORT AND ACCOUNTS HANDBOOK ETC	1968 – 1970	3208
51	SET OF PAPERS FOR OUTSIDE CONSULTANTS	1970	3208
52	PAPERS FOR BANKING CONSULTANT	1970	3210
53	BACKGROUND	1971	3272
54	BUSINESSES USING GIRO	1971	3272
55	COST REDUCTIONS	1971	3727
56	CAPITAL LIFE	1971	3272
57	CHQ BUDGETARY CONTROL AND FINANCIAL REVIEW PROCEDURES	1971	3272

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
PETER PLUMMER		GIRO / NG / ECR / PP	
58	CLOSED ACCOUNT RESEARCH	1971	3272
59	CREDIT LIMITS	1971	3272
60	CPSA PAY CLAIM	1971	3272
61	ECONOMIC BROADSHEET	1971	3272
62	GIROCHEQUES	1971	3273
63	GIROSCOPE	1971	3273
64	GREEN LIGHT ACTION LIST	1971	3273
65	HARROGATE CORPORATION	1971	3273
66	INVESTMENT CORRESPONDENCE	1971	3273
67	INSIGHT	1971	3273
68	INSTITUTE OF MUNICIPAL TREASURERS AND ACCOUNTANTS PROPOSED MEMBERSHIP	1971	3273
69	INDUSTRIAL ACTION	1971	3273
70	INDUSTRIAL RELATIONS ACT - INFORMATION AND ACTION PAPERS	1971	3273
71	LEASE BACK SCHEMES	1971	3273
72	MR PE PLUMMER MISCELLANEOUS	1971	3274
73	MARKETING FINANCE BRANCH STATISTICS	1971	3274
74	MAIL ORDER COMPANIES	1971	3274
75	GIRO EXECUTIVE COMMITTEE MINUTES	1971	3275
76	NGC BOARD MINUTES	1971	3275

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
PETER PLUMMER		GIRO / NG / ECR / PP	
77	NATIONAL JOINT COUNCILS	1971	3275
78	OPENING AND SCRUTINY BRANCH	1971	3275
79	OFFICIAL CAR EX MR VIELER	1971	3275
80	SUB POSTMASTERS RENUMERATION NEGOTIATIONS WITH FEDERATION OF SUB POSTMASTERS	1970 – 1971	3275
81	SUB POSTMASTERS RENUMERATION MINUTES DRAFTS ETC	1970 – 1971	3275
82	SUB POSTMASTERS RENUMERATION COPIES OF RULES FORMS ETC	1970 – 1971	3275
83	SUB POSTMASTERS RENUMERATION TIMINGS COSTS	1970 – 1971	3275
84	SUB POSTMASTERS RENUMERATION TIMING SHEETS	1970 – 1971	3275
85	SUB POSTMASTERS RENUMERATION CHEQUES AND CHANGE GIVING	1970 – 1971	3275
86	SUB POSTMASTERS RENUMERATION RETROSPECTIVE PAYMENTS	1970 – 1971	3275
87	SIGNATURE CHECKING	1971	3276
88	SOCIAL SECURITY TAX	1971	3276
89	STAFFING OF FINANCE DEPARTMENTS	1971	3276
90	TAX POSITION OF POST OFFICE	1971	3276
91	UNION SUBSCRIPTIONS THROUGH GIRO	1971	3276
92	MR PLUMMER VISITS	1971	3276

EXTERNAL CONSULTANTS AND REVIEWS

GIRO / NG / ECR /

NO TITLE

DATES

LOCATION
BOX BAY

PETER PLUMMER

GIRO / NG / ECR / PP

93 VAT GIRO AND REMITTANCE
SERVICES

1971

3276

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
CARTER COMMITTEE TO REVIEW THE POST OFFICE		GIRO / NG / ECR / CR	
1	POST OFFICE NOTES PON PART 1	1976	381
2	POST OFFICE NOTES PON PART 1	1976	398
3	REVIEWS OF GIRO	1975 – 1976	3689
4	CORRESPONDENCE	1975 – 1976	411
5	CORRESPONDENCE	1976	411
6	CORRESPONDENCE	1976	407
7	CORRESPONDENCE	1975 – 1976	407
8	POST OFFICE NOTES PON 3	1976 – 1977	398
9	CORRESPONDENCE	1976 – 1977	398
10	CORRESPONDENCE	1977	383
11	CARTER REVIEW	1976 – 1977	678
12	CARTER REPORT TO PARLIAMENT	1977	504 504 504 8199
13	CARTER COMMITTEE REPORT	1977 - 1978	6188
14	POST OFFICE INQUIRY CARTER	1976 – 1978	376
15	CARTER COMMITTEE RESPONSE TO CHAIRMAN'S LETTER 09 JANUARY 1978	1978	412
16	CARTER COMMITTEE PROPOSED WHITE PAPER	1978	412

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
CARTER COMMITTEE EVIDENCE		GIRO / NG / ECR / CRE	
1	AN INTRODUCTION TO THE POST OFFICE	1976	3223
2	AN INTRODUCTION TO THE POST OFFICE REVISED	1976	3223
3	AN INTRODUCTION TO THE POST OFFICE REVISED	1976	1090
4	AN INTRODUCTION TO THE POST OFFICE PART 1 AND 2	1976	411
5	THE STRUCTURE OF THE POST OFFICE	1976	1020
6	THE STRUCTURE OF THE POST OFFICE	1976	382
7	COMMENTARY BY THE POST OFFICE	1976	408
8	COMMENTARY BY THE POST OFFICE	1976	1020
9	POST OFFICE EVIDENCE	1976	376
10	CONTROL ARRANGEMENTS	1976	3264
11	CONTROL ARRANGEMENTS	1976	411
12	PERSONNEL AND INDUSTRIAL RELATIONS	1976	1020
13	PERSONNEL AND INDUSTRIAL RELATIONS	1974 – 1976	407
14	RESEARCH AND DEVELOPMENT	1976	382
15	DEVELOPMENT OF DATA PROCESSING SERVICE DPS	1976	1020

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
CARTER COMMITTEE EVIDENCE		GIRO / NG / ECR / CRE	
16	DATA PROCESSING SERVICE CHAIRMAN'S BRIEFING FOR PO ORAL EVIDENCE EXTRACTS FILE	1976	1020
17	DATA PROCESSING SERVICE CHAIRMAN'S BRIEFING FOR PO ORAL EVIDENCE FACTS AND FIGURES	1976	1020
18	PRACTICALITIES OF SEPERATING POSTS AND TELECOMMUNICATIONS	1976	382
19	THE FUTURE DEVELOPMENT OF THE TELECOMMUNICATIONS SERVICES	1976	1020
20	THE FUTURE DEVELOPMENT OF THE POSTAL SERVICES	1976	1020
21	CUSTOMER RELATIONS PAPER	1976	382
22	ORAL EVIDENCE TOPIC 9 COUNTERS	1976	382
23	UNDUE RESTRICTIONS	1976	383
24	UNECONOMIC RESTRICTIONS	1976	383
25	THE FUTURE DEVELOPMENT OF GIRO AND REMITTANCE SERVICES	1976	1020
26	THE FUTURE DEVELOPMENT OF GIRO AND REMITTANCE SERVICES	1976	412
27	THE FUTURE DEVELOPMENT OF GIRO AND REMITTANCE SERVICES	1976	1090
28	ORAL SESSION GIRO AND REMITTANCE SERVICE GRS	1976	382
29	S + BRD ANALYSIS OF GIRO COSTS	1976	382
30	ORAL EVIDENCE JUSTIFICTION OF GIRO FORECASTS	1976	411

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
CARTER COMMITTEE EVIDENCE		GIRO / NG / ECR / CRE	
31	ORAL EVIDENCE JUSTIFIATION OF GIRO FORECASTS SUPPORT FILE	1976	411
32	GIRO REMITTANCE SERVICES GRS LINKS WITH NSB PGO ETC	1976	407
33	GIRO REMITTANCE SERVICES GRS LINKS WITH NSB PGO ETC SUPPORT FILE	1976	407
34	GIRO MARKETING AND PUBLICITY ACTIVITY	1976	382
35	GIRO MARKETING AND PUBLICITY ACTIVITY	1976	1093
36	GIRO MARKETING AND PUBLICITY ACTIVITY BUSINESS SECTOR LITERATURE	1976	1093
37	GIRO MARKETING AND PUBLICITY ACTIVITY SPECIMEN CUSTOMER STATIONERY	1976	1093
38	GIRO MARKETING AND PUBLICITY ACTIVITY PRIVATE SECTOR LITERATURE	1976	1093
39	EVIDENCE OF THE UNIONS ON GRS GIRO REMITTANCE SERVICES	1976	408
40	OTHE RPEOPLE'S EVIDENCE ON GRS GIRO REMITTANCE SERVICES	1976	408
41	OTHE RPEOPLE'S EVIDENCE ON GRS GIRO REMITTANCE SERVICES BRIEF FOR REPLIES	1976	398
42	OTHER PEOPLE'S EVIDENCE NON STAFF ASSOCIATION AFFECTING DPS DATA PROCESSING SERVICES	1976	1020
43	STAFF ASSOCIATION EVIDENCE	1976	407

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
CARTER COMMITTEE EVIDENCE		GIRO / NG / ECR / CRE	
44	OTHER PEOPLE'S EVIDENCE	1976	407
45	POST OFFICE ENGINEERING UNION EVIDENCE	1976	407
46	EVIDENCE SUBMITTED BY THE CIVIL AND PUBLIC SERVICES ASSOCIATION POSTS AND TELECOMM- UNICAIOTNS GROUP	1976	1020
47	WHICH MAGAZINE SUBMISISON	1976	1020
48	CARTER COMMITTEE MASTERS	1977	412
49	COPOU AND BOARD PAPERS	1977	411
50	BOARD PAPERS AND GRS COMMENTS	1977	411
51	ORAL EVIDENCE FUTURE OF REMITTANCE SERVICE	1977	398
52	SUPPORT FILE FOR 51	1977	398
53	ORAL EVIDENCE TREATMENT OF GRS IF POSTS AND TELECOMMS SPLIT	1977	381
54	SUPPORT FILE FOR 53	1977	381
55	18 FEBRUARY ORAL SESSION	1977	383
56	CARTER REPORT PO RESPONSE FILE 21977		412
57	CARTER REPORT PO RESPONSE FILE 31977		412
58	CARTER REPORT PO RESPONSE FILE 41977		412
59	CARTER REPORT PO RESPONSE FILE 51977		412
60	CARTER REPORT PO RESPONSE FILE 61977 FINAL RESPONSE		412
61	OTHER PEOPLE'S EVIDENCE PART 2	1976 – 1977	398

EXTERNAL CONSULTANTS AND REVIEWS		GIRO / NG / ECR /	
NO	TITLE	DATES	LOCATION BOX BAY
CARTER COMMITTEE EVIDENCE		GIRO / NG / ECR / CRE	
62	CARTER COMMITTEE	1975 – 1978	466
63	CARTER COMMITTEE	1976 – 1978	3264
64	CARTER COMMITTEE	1975 – 1978	1021
WILSON COMMITTEE TO REVIEW THE FUNCTIONING OF FINANCIAL INSTITUTIONS		GIRO / NG / ECR / WC	
1	WILSON COMMITTEE	1977	3667
2	WILSON COMMITTEE TO REVIEW THE FUNCTIONING OF FINANCIAL INSTITUTIONS	1977	231
3	WILSON COMMITTEE OF ENQUIRY INTO THE CITY PRESS CUTTINGS	1977	5426
4	WILSON COMMITTEE EVIDENCE PRESS BRIEFING 8 DECEMBER 1977	1977	5426
5	EVIDENCE TO THE COMMITTEE TO REVIEW THE FUNCTIONING OF FINANCIAL INSTITUTIONS 4 COPIES	1977	364 376 752 8199
6	WILSON COMMITTEE (REVIEW OF FINANCIAL INSTITUTIONS)	1977 – 1978	687
7	WILSON COMMITTEE	1977 – 1978	2502
8	THE TRUSTEE SAVINGS BANK EVIDENCE	1978	1091
9	THE BUILDING SOCIETIES ASSOCIATION EVIDENCE	1978	2304

EXTERNAL RELATIONS BANKING

As the first new significant player in the financial field this century, the National Giro had to establish its relationship with the financial community. This covered not only the main UK banks but also other financial institutions and international relationships. One of the first considerations was how the banking relationship would work between the Giro system and the clearing system run by the UK banks.

Contacts had been made during the planning process for Giro and these papers can be found in GIRO/PG/CB.

EXTERNAL RELATIONS BANKING

GIRO / NG / ERB /

NO TITLE

DATES

LOCATION
BOX BAY

CLEARING

GIRO / NG / ERB / C

1	BANKS ARRANGEMENTS BETWEEN GIRO AND THE CLEARING BANKS	1967 - 1969	3683
2	BANKS ARRANGEMENTS BETWEEN GIRO AND THE IRISH BANKS	1967 - 1969	3687
3	SCHEDULES CLEARING ARRANGEMENTS ENGLISH SCOTTISH AND IRISH BANKS	1969	2974
4	RELATIONS WITH THE BANKS	1968 – 1970	3209
5	FUTURE OF CLEARING BANKS	1971	413
6	CLEARING ARRANGEMENTS	1971	3209
7	BLUNDEN PPR WORKING SHEETS	1971	3209
8	CLEARING BANKS	1969 – 1972	1002
9	GIROBANK CLEARING QUESTIONS 1972 AND EARLIER	1971 – 1972	4240S
10	BANKS : ARRANGEMENTS BETWEEN GIRO AND CLEARING BANKS	1969 – 1973	3683
11	BANKS – BANKING QUESTIONS	1969 – 1973	3688
12	BANKS – CREDIT TRANSFERS	1968 – 1973	3682
13	BANKS – ARRANGEMENTS BETWEEN GIRO AND THE CLEARING BANKS – OUTSTANDING QUESTIONS	1971 – 1973	3677
14	BANK ACCOUNTS BANK OF ENGLAND	1969 – 1973	3685
15	CO OPERATIVE BANK LIMITED	1966 – 1973	1054
16	RELATIONSHIPS WITH BANKS	1970 – 1974	1015
17	BANKS CO OPERATIVE BANK	1972 – 1974	1000

EXTERNAL RELATIONS BANKING		GIRO / NG / ERB /	
NO	TITLE	DATES	LOCATION BOX BAY
CLEARING		GIRO / NG / ERB / C	
18	BANKS TELEGRAPHIC TRANSFERS	1967 – 1974	3686
19	BANKS SORTING CODE NUMBERS	1971 – 1974	3678
20	BANKS RELATIONSHIP WITH CLEARING BANKS	1973 - 1975	1000
21	TELEPHONIC TRANSFERS BETWEEN NATIONAL GIRO AND THE BANKS	1975	1082
22	BANKS – GIRO TRANSFERS PRESENTED BY	1970 – 1975	3681
23	CO OPERATIVE BANK LTD REMITTANCE OF GIROCHEQUES DIRECT TO NGC	1975	2975
24	BANK ACCOUNTS GIRO AT LLOYDS	1976	3684
25	CO OP BANK OPENS TWO MORE BRANCHES	1976	1250
26	BANK CHARGES WHICH REPORT	1976	5428
27	NATIONALISATION OF BANKING	1975 – 1976	1086
28	IRISH BANK STRIKE	1976	397
29	BANK NATIONALISATION LABOUR PARTY PROPOSALS	1976 – 1977	5125
30	BANKS – GIROCHEQUES CASH PAYMENT OF CROSSED	1977	3686
31	BANKS ARRANGEMENTS BETWEEN GIRO AND THE CLEARING BANKS	1976 – 1978	3688
32	BANKS ARRANGEMENTS BETWEEN GIRO AND THE CLEARING BANKS	1978	3688
33	BULK CHEQUE DEPOISITS CLEARNCE VIA CO OP BANK	1976 – 1978	1422

EXTERNAL RELATIONS BANKING			GIRO / NG / ERB /
NO	TITLE	DATES	LOCATION BOX BAY
CLEARING			GIRO / NG / ERB / C
34	PRICE COMMISSION REPORT BARCLAYS BANK CHARGES FOR MONEY TRANSMISSION SERVICES TO THE POST OFFICE, BRITISH GAS AND ELECTRICITY COUNCIL	1978	753
OTHER FINANCIAL INSTITUTIONS			GIRO / NG / ERB / OFI
1	LONDON CHAMBER OF COMMERCE	1967 - 1969	1011
2	RETAIL CO-OPERATIVE SOCIETIES	1968 - 1969	3261
3	POST OFFICE SAVINGS BANK PAPERS 2 FILES	1968 - 1970	2983
4	CODE OF PRACTICE OTHER FIRMS CODE OF PRACTICE	1978	6096
BOOKS			GIRO / NG / ERB / B
1	BRITISH FINANCIAL INSTITUTIONS REPORT ON SERVICES	1969	1701
2	THE BANKER JULY 1969	1969	1701
3	THE LONDON DISCOUNT MARKET TODAY	1969	
4	STRUCTURE AND FUTURE OF THE UK BANKING INDUSTRY	1971	688
5	BRITISH BANKING AND OTHER FINANCIAL INSTITUTIONS	1974	504
6	MONEY FOR BUSINESS	1978	1091
COURSES			GIRO / NG / ERB / C
1	INTERNATIONAL CONFERENCE ON MONETARY CONTROL AND COMPUTERS	1969	1090

FLAG CASES

As in any organisation, occasionally disputes arose between the Giro and its customers. These were mostly settled at an operational level but occasionally the customer felt the need to elevate their complaint to a higher level. These became known as flag cases and principally arose from three areas. Customer complaining to the head of the Giro, or going one step further and complaining to the Postmaster General, and, as a government body, people complaining to their local MP. All complaints were taken seriously and dealt with efficiently but complaints through these channels usually demanded a 24 hour turn round and a letter signed by the head of the Service. They received a red marker to indicate their status.

FLAG CASES

GIRO / NG / FC /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	FLAG CASES INCLUDES PROCEDURES FOR DEALING WITH FLAG CASES	1962 - 1968	3202	
2	FLAG CASES GIRO	1964 - 1968	3202	
3	PQs AND FLAG CASES INSTRUCTIONS AND PAPERS	1967 – 1970	3203	

FINANCE

The department of Finance emerged out of a need to regulate the money being received and spent by the Company. In addition to the money being received as fees from customers, the Giro was also gaining interest from invested balances and receiving a subvention from the Treasury to cover the short fall between income and expenditure. The money was being spent on running the service and improving it to meet customer needs and reduce the deficit. The department covered the functions of Audit, Financial Accounts, Treasury and General matters such as taxation and economic forecasts. During 1972 the Department developed its role, as the need to contain costs and make a profit became central to the organisation. It also began to create specialist working parties to look at specific financial topics such as Reconciliation and Double Entry Book keeping.

The Audit department came more to the fore as the National Giro developed its accounting systems and there was a need for both internal and external verification of the Accounts. In 1973 there is the first evidence of the Giro organising its purchasing systems and power with the development of standard conditions of purchase. Financial Reviews, originally part of the Strategic Aims (GIRO/NG/SA) became part of Financial Accounts in 1974.

Since its inception the National Giro had had to ensure a steady flow of information to the Post Office Finance Department to enable them to prepare the Annual Report and Accounts Section on Giro. By 1975 the Finance Department had become the central body for collecting and presenting the necessary data and for retaining the information permanently. By 1977 the Audit department had commenced on a programme of auditing a range of internal processes and functions across the National Giro.

FINANCE

GIRO / NG / F

NO	TITLE	DATES	LOCATION BOX BAY
	AUDIT		GIRO / NG / F / A
1	AUDIT TERMS OF REFERENCE	1970	989
2	AUDIT	1969 – 1970	3678
3	AUDITORS PRELIMINARY COMMENTS	1971	2980
4	AUDIT	1970 – 1972	3678
5	RECONCILIATION CCR AND AUDIT QUALIFICATION	1972	2984
6	EXTERNAL AUDIT REPORT	1971 – 1972	2980
6A	AUDIT	1971 – 1972	3678
6B	AUDIT	1972 – 1973	3677
7	AUDIT DEPTH TESTS (INTERNAL)	1972 – 1973	756
8	AUDIT LETTER ACCOUNTS	1971 – 1972	2980
9	EXTERNAL AUDIT REPORTS TOUCHE ROSS & CO (SEE GIRO/NG/ECR)	1972 – 1973	756
10	TOUCHE ROSS AUDIT LETTER AND REPLY	1973	2980
11	AUDIT BY TOUCHE ROSS & CO	1973	1405
12	THE POST OFFICE GIRO AND REMITTANCE SERVICES LETTER OF RECOMMENDATION ARISING FROM THE AUDIT OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1972	1972 - 1973	3228
13	AUDIT FEES	1972 – 1973	1000
14	TOUCHE ROSS DOUBLE ENTRY PROGRESS	1974	2981
15	TOUCHE ROSS LETTER ON GRAWP	1974	2981

FINANCE

GIRO / NG / F

NO TITLE

DATES

LOCATION
BOX BAY

AUDIT

GIRO / NG / F / A

16	M/S STUDY INTO MISTREATMENT OF SINGLE TRANSFER DOCUMENTS	1974	2986
17	MISSINBG DOCUMENT SUSPENSE ACCOUNT AUDIT REPORT	1974	2987
18	JSB CHEQUES AUDIT REPORT AB 57	1975	2987
19	AMB 4 / QTG AUDIT REPORT AB 98	1976	2987
20	AUDIT DEPTH TEST AB 107	1976	1322
21	AN INTRODUCTION TO COMPLEMENTING AUDIT	1977	5695
22	AUDIT CERTIFICATES OBTAINED FOR TOUCH ROSS	1970 – 1977	3671
23	POST OFFICE DATA PROCESSING SERVICES ORGANISATIONAL QUESTIONNAIRE AND AUDIT PROGRAMME	1977	5097
24	PAY AUDIT GROUP LOOKING AT PAYROLL FACILITIES	1977	1584
25	PROOF ENCODER GROUP	1977	961
26	COMPUTER PAY ROLL	1976 – 1977	961
27	DEPTH TEST 1977 – 1978 PART 1 SAMPLE 15 JUL 1977	1977	961
28	REMITTANCE SERVICES AB 121	1977	960
29	MFB SALES LEDGERING INVOICES AB 127	1977	960
30	MRO (MACHINE READABLE OUTPUT) AB 139	1977	995

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
AUDIT			GIRO / NG / F / A
31	MRO (MACHINE READABLE OUTPUT) AB 139	1977	995
32	BALANCE ADJUSTMENTS 1505S AB 143	1977	962
33	GIROCHEQUE SETTLEMENTS AB 145	1977	962
34	TRADE CHARGE MONEY ORDERS AB 147	1977	962
35	INTERNATIONAL SERVICES BRANCH CURRENT FILE OUTWARD TRANSFERS AB 166	1978	953
36	CASH ACCOUNT AB 171	1978	953
37	PTB AB 174	1978	954
38	CANCELLED G 1505 AND 1559 FOLLOW UP 1978 AB 180	1978	954
39	SPOS GENERAL AB 183	1976 – 1978	955
40	B.A.R.S. SUSPENSE ACCOUNTS AB 184	1978	955
41	CLERICAL OFFICER RESPONSIBILITIES OSB AB 185	1978	955
42	BRANCH ORGANISATION CAD REVIEW 1978	1978	1584
FINANCIAL ACCOUNTS			GIRO / NG / F / FA
1	INCOME AND EXPENDITURE STATEMENTS	1970	3273
2	GIRO BALANCE DISTRIBUTION ANALYSIS	1970	3273
3	CASH / COMPUTER RECONCILIATION AT 31 03 70	1970	2977

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
FINANCIAL ACCOUNTS			GIRO / NG / F / FA
4	GIRO MACHINERY ESTIMATES JULY	1971	618
5	DEVOLVED POWERS	1971	6091
6	GIRO CASH STATEMENTS	1970 – 1971	2984
7	GIRO CASH STATEMENTS	1971 – 1972	2984
8	PROFIT AND LOSS STATEMENTS	1972	1013
9	GRS OPERATIONAL PLAN AND BUDGET FOR 1972 – 1973	1972	1008
10	BUDGETARY CONTROL 1972 – 1973 GIRO PRODUCTIVITY SCHEME	1972	2970
11	DEVOLVED POWERS	1970 – 1972	6091
12	JULY BUDGET REPORT (GEC 72 61)	1972	3211
13	CASH / COMPUTER RECONCILIATION	1971 – 1972	2977
14	FINANCIAL REVIEWS	1972 – 1973	1005
15	GRS REVIEW OF PERFORMANCE WITH BRIEFING NOTES AND BOARD MINUTES	1973	4276
16	GRS FINANCIAL REVIEWS	1973	4276
17	MONTHLY BUDGET REPORT	1973	2970
18	CASH STATEMENTS	1972 – 1973	2984
19	DOUBLE ENTRY TRAINING (DACON ACS) MODELS	1973	2973
20	DOUBLE ENTRY BOOK KEEPING AMD PROCEDURES RECOMMEND- ATIONS OF WORKING PARTY	1972 – 1973	2973
21	GENERAL CORRESPONDENCE	1972 – 1973	2967

FINANCE

GIRO / NG / F

NO	TITLE	DATES	LOCATION BOX BAY
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FINANCIAL ACCOUNTS

GIRO / NG / F / FA

22	FINANCIAL REVIEWS	1973	773
23	FINANCIAL REVIEWS	1974	774
24	FINANCE AND ACCOUNTING DEVOLVED POWERS	1971 – 1974	3690
25	DOUBLE ENTRY BOOK KEEPING PROCEDURES	1974	1404
26	DOUBLE ENTRY ACCOUNTS / BRANCH / CONTROLLED BY	1974	989
27	DOUBLE ENTRY RETENTION OF JOURNAL VOUCHERS	1974	989
28	DOUBLE ENTRY	1974	2994
29	BUDGETS FORECASTS FINANCIAL	1974 – 1975	1934
30	BUDGET REPORTS 1974 – 1975	1974 – 1975	7124
31	DAILY RECORD OF AGGREGATE OVERDRAFTS ON LOCAL AUTHORITY GIRO ACCOUNTS	1975	3697
32	DEVOLVED POWERS	1975	2966
33	DEVOLVED POWERS ADDITIONS AND REVISIONS	1975	2966
34	DEVOLVED POWERS	1975	6092
35	DEVOLVED POWERS	1975	6091
36	DEVOLVED POWERS SCHEDULE AMD	1975	1938
37	CCR / DE RESULTS	1974 – 1975	2984
38	DOUBLE ENTRY ACCOUNTING WRTIE OFF PROCEDURES AND REALTED PAPERS	1975	2982

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
FINANCIAL ACCOUNTS			GIRO / NG / F / FA
39	DEVOLVED POWERS	1976	6091
40	FINANCIAL REVIEWS	1972 – 1976	918
41	PUBLISHED REPORTS FINANCIAL FORECASTS	1975 – 1976	5314
42	DECEMBER REVIEW	1976	5484
43	GIRO CASH STATEMENTS	1975 – 1976	2984
44	ATTACHED TO 43 CASH STATEMENTS	1973 – 1975	2984
45	BANK OF ENGLAND ACCOUNTS AND NGC ACCOUNTS LIST OF SIGNATORIES	1976	2975
46	DEVOLVED POWERS	1977	6092
47	CAPITALISATION	1977`	3264
48	GROSS ACCOUNTING	1977	2906
49	BUDGET REPORTS 1977 – 1978	1977 – 1978	7124
REPORT AND ACCOUNTS			GIRO / NG / F / RA
1	REVIEWS	1972 – 1975	2969
2	INTEGRATED BALANCE SHEETS	1974 – 1975	2972
3	GIRO BALANCE SHEET 31 03 1975 GRAWP	1975	2972
4	HALF YEAR BALANCE SHEET 03 10 1975	1975	2973
5	1974 – 1975 REPORT AND ACCOUNTS	1975	1016
6	1974 – 1975 REPORT AND ACCOUNTS	1975	1016
7	REPORT AND ACCOUNTS GENERAL	1975	1016

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
REPORT AND ACCOUNTS			GIRO / NG / F / RA
8	TOUCHE ROSS LETTER DRAFT FOR YEAR ENDING 31 03 1975	1975	2981
9	REPORT AND ACCOUNTS	1975 – 1976	1017
10	REPORT AND ACCOUNTS EXPANDED EXTRACT ON GIRO SECTION	1975 – 1976	1079
11	BALANCE SHEET 31 MARCH 1976	1976	2972
12	AUDIT LETTER 31 MARCH 1976 TOUCHE ROSS	1976	2981
13	AUDIT LETTER RE REPORT AND ACCOUNTS 31 MARCH 1975 TOUCHE ROSS	1975	3268
14	LETTER OF RECOMMENDATIONS 31 MARCH 1976 TOUCHE ROSS	1976	3268
15	LETTER OF RECOMMENDATIONS 31 MARCH 1976 TOUCHE ROSS	1976	3268
16	ACCOUNTS 1976 – 1977	1977	3263
17	REPORT AND ACCOUNTS 1976 – 1977	1977	1079
18	PUBLISHED REPORTS 1976 - 1977	1977	5314
19	REPORT AND ACCOUNTS 1976 – 1977	1977	1017
20	TOUCHE ROSS LETTER OF RECOMMENDATIONS YEAR ENDED 31 MARCH 1977 GIRO AND REMITTANCE SERVICES (2 COPIES)	1977	3268 9062
21	REPORT AND ACCOUNTS QUESTIONS' AND ANSWERS	1977	370
22	INTERIM ACCOUNTS 1977	1977	2467
23	BALANCE SHEET RBB INSTRUCTIONS	1977	2973

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
REPORT AND ACCOUNTS			GIRO / NG / F / RA
24	BALANCE SHEET 31 MARCH 1977 AND	1977	2973
25	TOUCHE ROSS DETAILED AUDIT LETTER YEAR TO 31 MARCH 1978 (2 COPIES)	1978	3268
26	INTERIM ACCOUNTS 1978	1978	2467
27	TOUCHE ROSS DRAFT LETTER 8 SEPTEMBER 1978 (2 COPIES)	1978	9062 3268
28	SECTOR PROFITABILITY HALF YEAR TO 29 SEPTEMBER 1978	1978	1445
29	AUDIT 1976 – 1977 , 1977 – 1978	1976 – 1978	3671
30	POST OFFICE CORRESPONDENCE WITH TOUCHE ROSS OVER GRS	1978	3268
TREASURY			GIRO / NG / F / T
1	FIRST BOOK TREASURY INVESTMENTS	1968 – 1970	1295
2	PAPER ON GIRO INVESTMENTS FOR FOR INVESTMENT CONSULTANT	1970	3220
3	PAPER ON GIRO INVESTMENTS FOR FOR INVESTMENT CONSULTANT	1970	3220
4	SECOND BOOK TREASURY INVESTMENTS DIARY	1971 – 1972	1296
5	INVESTMENT	1972	1405
6	GIRO INVESTMENTS ELIGIBLE BILLS	1972	3696

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
TREASURY			GIRO / NG / F / T
7	GIRO INVESTMENT ADVANCES AND LOANS (CONTAINS REPORTS AND ROUGH NOTES ON FINANCE HOUSES)	1973	3690
8	GIRO INVESTMENTS PART 2	1972 – 1974	3696
9	THIRD BOOK OF TREASURY INVESTMENTS DIARY	1972 - 1974	1296
10	FOURTH BOOK OF TREASURY INVESTMENTS DIARY	1974	1297
11	GIRO INVESTMENTS ADVANCES AND LOANS ETC	1973 – 1974	3695
12	GIRO INVESTMENTS ADVANCES AND LOANS ETC	1974	3695
13	FIFTH BOOK OF TREASURY INVESTMENT DIARY	1974 – 1975	1298
14	SIXTH BOOK OF TREASURY INVESTMENT DIARY	1975	1298
15	PORTFOLIO IMPROVEMENT PART 2	1974 – 1975	3677
16	GIRO INVESTMENTS ADVANCES AND LOANS ECT PART 3	1974 – 1975	3695
17	GIRO INVESTMENTS ADVANCES AND LOANS ECT PART 4	1975	3695
18	GIRO INVESTMENTS ADVANCES AND LOANS ECT PART 5	1975	3695
19	GIRO INVESTMENTS VINES LOCAL AUTHOIRTY LOANS	1971 – 1975	3696

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
TREASURY			GIRO / NG / F / T
20	FORECASTING CUSTOMER BALANCES	1975	3682
21	LONDON ACCOUNT INVESTMENT DIVISION	1975	3674
22	INVESTMENT ARTICLES WRITTEN FOR PUBLICATION	1975	3688
23	SEVENTH BOOK OF TREASURY INVESTMENT DIARY	1975 - 1976	1292
24	SECTOR PROFITABILITY 1976 INVESTMENT REVIEW	1976	1445
25	INVESTMENT REVIEW 1976 - 1981	1976	3220
26	EIGHTH BOOK OF TREASURY INVESTMENT DIARY	1976 - 1977	1292
27	POST OFFICE BORROWING AND LENDING MAIN FILE	1976 - 1977	3693
28	INVESTMENT POLICY	1977 - 1978	3680
29	GIRO INVESTMENTS	1965 - 1970	3696
30	GIRO INVESTMENTS	1976 - 1978	3696
31	GIRO INVESTMENTS PRUDENTIAL SUPERVISION OF GIRO	1978	3691
32	OFFSET RATE GIRO BASE RATE	1975 - 1978	3680
33	LICENSING OF DEALERS IN SECURITIES	1978	3678
34	GIRO INVESTMENTS BANKING SUPERVISION TECHNICAL ARRANGEMENTS	1978	3663
35	CENTRAL REGISTRY AND DEPOSITORY FOR BEARER SECURITIES	1978	3661

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			GIRO / NG / F / G /
1	ECONOMIC FORECASTS	1970	3209
2	GIRO'S TAX POSITION – GIRO A SEPARATE TRADE	1969 - 1970	395
3	STUDY GROUP ON THE MANAGEMENT OF CASH AND BANK BALANCES	1970	412
4	INTEREST RATES FORECASTS BALANCES	1971	3220
5	BANKS – GIROCHEQUES – RETURNS - SETTLEMENTS	1970 – 1972	3684
6	TAX RESERVE CERTIFICATES	1967 – 1972	3679
7	GRAWP (GIRO RECONCILIATION WORKING PARTY) PAPERS	1972	1404
8	GRAWP INTERIM REPORT	1972	989
9	GRAWP FUTURE PLANNING	1972	989
10	GRIWP (WORKING PARTY ON DOUBLE ENTRY BOOK KEEPING)	1972	2973
11	MINUTES OF METING BETWEEN GIRO RECONCILIATION WORKING PARTY GRAWP AND UNION	1973	1405
12	GRAWP PAPERS	1973	1010
12A	GRAWP ACCOUNT THEORY	1973	2993
13	MINUTES OF GIRO RECONCILIATION IMPLEMENTATION WORKING PARTY GRIWP / DATA DIVISION / FB2 / DER / UNIONS	1973	1405

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			GIRO / NG / F / G /
14	GIRO RECONCILIATION IMPLEMENTATION WORKING PARTY GRIWP / DATA DIVISION / FB2 / DER / UNIONS	1973	1405
15	MINUTES OF GRIWP	1972 – 1973	2973
16	GRIWP PAPERS AND MINUTES	1972 – 1973	988
17	FINANCE ACT	1973	753
18	FINANCE STAFF RESOURCES	1971 – 1973	470
19	STATISTICAL FORECASTING AND CONTROL TECHNIQUES LECTURE	1973	5589
20	GIRO RECONCILIATION IMPLEMENTATION WORKING PARTY GRIWP – DOUBLE ENTRY BOOK KEEPING / ACCOUNTING AND RECONCILIATION	1973 – 1974	1405
21	GRAWP PAPERS AND MINUTES	1972 – 1974	990
22	GRAWP PAPERS FOLDER 3	1973 – 1974	1010
23	TOUCHE ROSS LETTER ON GRAWP (SEE GIRO/NG/F/A/15)	1974	2981
24	GRAWP JOINT POST OFFICE / TOUCHE ROSS WORKING PARTY MINUTES AND INTERIM REPORTS	1972 - 1974	2972
25	GRAWP PAPERS 1 -	1972 – 1974	2993
26	BANKS – BANKERS LICENCES ETC	1967 – 1975	3673
27	DOUBLE ENTRY BOOK KEEPING SCHEDULE OF ACCOUNTS GRAWP	1973 – 1975	2972

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			GIRO / NG / F / G /
28	THE BANKERS CLEARING HOUSE GENERAL AND TOWN CLEARING RULES (INC CREDIT AND WALKS AGENCY CLEARING RULES)	1977	3676
29	INSURANCE BROKERS REGISTRATION ACT 1977	1977	11084
30	THE LICENCING AND SUPERVISION OF DEPOSIT TAKING INSTITUTIONS	1977	1064
31	THE LICENCING AND SUPERVISION OF DEPOSIT TAKING INSTITUTIONS	1976 - 1977	1064
32	FINANCE BILL 1977	1977	6092
33	MFB COSTINGS DUTY NOTES	1977	6559
34	WORKING PARTY ON GRSD SEPARATE ACCOUNTING	1976 – 1977	3683
35	FINANCE DIVISION CONFERENCE 26 – 29 JUNE 1978	1978	3264
36	FINANCE DIRECTOR’S CONFERENCE	1978	3264
37	FINANCE CONFERENCE KESWICK PROGRAMME AND DISCUSSION PAPERS	1978	2968
38	COLLATEAL WARRENTY	1978	1441
39	AOOLCATION OF FUNDS	1978	3663
40	COLLECTING BANKER DUTIES OF`	1978	3079
POLICY			GIRO / NG / F / P /
1	FINANCE AND POLICY	1970 – 1971	1058
2	FINANCE AND POLICY	1971 – 1973	1058
3	PRICING REVIEW STRATEGY	1978	1077

FINANCE			GIRO / NG / F
NO	TITLE	DATES	LOCATION BOX BAY
SYSTEMS			GIRO / NG / F / S /
1	DOUBLE ENTRY BOOK KEEPING SYSTEM	1973	989
2	TOUCHE ROSS DOUBLE ENTRY PROGRESS (SEE GIRO/NG/F/A/14)	1974	2981
3	DOUBLE ENTRY BOOK KEEPING PTB CONTROL OF POSTMASTERS DAILY RECORDS	1973 – 1974	2973
4	BANK GIROCHEQUES DOUBLE ENTRY BALANCE	1974	2975
5	BANKING RECONCILIATION WEEKLY REPORTS (ATTACHED TO GIRO / NG / F / S / 4)	1974	2975
PURCHASING			GIRO / NG / F / PU /
1	STANDARD CONDITIONS OF CONTRACT FOR THE PURCHASE OF GOODS	1973	1355
2	CORRESPONDENCE WITH SUPPLIERS DE LA RUE	1968 – 1973	1003
3	1978 AGENCY SERVICES AGREEMENT AN ILLUSTRATIVE BOOKLET	1978	10382

FORTY EIGHT HOUR STATEMENT SERVICE

The Giro originally provided a standard twenty four hour service for the production of customer statements. This service was both uneconomic and for the majority of customers unnecessary. The Bank therefore undertook a major project to move from a 24 to a 48 hour statementing service which still meet the majority of our customers requirements whilst considerably reducing the costs of the business. In the early stages the project looked at the operational and systems changes required to move to the new service. In 1972 the marketing implications of this move were starting to be considered but the main thrust of the project was still the internal adaptations of the system. By 1973 the project had been successfully implemented and the last few outstanding items were being picked up and dealt with.

FORTY EIGHT HOUR STATEMENT SERVICE

GIRO / NG / FES /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	48 HOUR STATEMENT SERVICE BOARD PAPERS	1970	972	
2	48 HOUR STATEMENT SERVICE INTERFACE PROGRAM	1970	559	
3	48 HOUR STATEMENT SERVICE DATA VET PROGRAM	1970	558	
4	48 HOUR STATEMENT SERVICE COMPUTER TIMINGS AND ESTIMATES	1970	557	
5	48 HOUR STATEMENT SERVICE PAPER NO 3 REVISED CAPACITY	1970	557	
6	48 HOUR STATEMENT SERVICE DATA TRANSMISSION	1970	613	
7	48 HOUR STATEMENT SERVICE DATA DIVISION	1970	1391	
8	SYSTEMS / PROGRAMMING CHANGES REQUIRED TO OPERATE 48 HRS STATEMENT SERVICE	1970	613	
9	EXTENSION OF PROCESSING CYCLE	1970	613	
10	48 HOUR STATEMENT SERVICE MANAGEMENT BOARD PAPERS	1970 - 1971	556	

FORTY EIGHT HOUR STATEMENT SERVICE		GIRO / NG / FES /	
NO	TITLE	DATES	LOCATION BOX BAY
11	48 HOUR STATEMENT SERVICE DOCC MEETING	1971	1391
12	48 HOUR STATEMENT SERVICE	1971	555
13	48 HOUR STATEMENT SERVICE DEBIT PROGRAM	1971	557
14	48 HOUR STATEMENT SERVICE FORMATTING MACRO	1971	557
15	48 HOUR STATEMENT SERVICE FORMATTING MODULE	1971	577
16	48 HOUR STATEMENT SERVICE FORMATED TRANSACTIONS SORT	1971	559
17	48 HOUR STATEMENT SERVICE INCLUSION OF I.S.N. ON STATEMENTS	1971	557
18	48 HOUR STATEMENT SERVICE INPUT TRANSACTION MERGE	1971	559
19	48 HOUR STATEMENT SERVICE LEDGER AMENDMENTS WORKING PAPERS	1971	613
20	48 HOUR STATEMENT SERVICE MICR EDIT PROGRAM	1971	559
21	48 HOUR STATEMENT SERVICE NEW LEDGER AMENDMENT SUITE	1971	557
22	48 HOUR STATEMENT SERVICE PROCESS NO 2	1971	556
23	48 HOUR STATEMENT SERVICE PROCESS NO 3	1971	556
24	48 HOUR STATEMENT SERVICE PROCESS NO 4	1971	556

FORTY EIGHT HOUR STATEMENT SERVICE		GIRO / NG / FES /	
NO	TITLE	DATES	LOCATION BOX BAY
25	48 HOUR STATEMENT SERVICE PROCESS NO 6 MICR READER SORTER	1971	556
26	48 HOUR STATEMENT SERVICE PROCESS NO 7 GENERAL	1971	556
27	48 HOUR STATEMENT SERVICE PROCESS NO 8 MICR SUITE	1971	556
28	48 HOUR STATEMENT SERVICE PROCESS NO 10 INTERFACE	1971	556
29	48 HOUR STATEMENT SERVICE PROCESS NO 11 GENERAL	1971	556
30	48 HOUR STATEMENT SERVICE PROCESS NO 13 GENERAL	1971	556
31	48 HOUR STATEMENT SERVICE PROCESS NO 21 DEBIT RUN	1971	556
32	48 HOUR STATEMENT SERVICE PROCESS NO 22 PERSONALISATION OF DEBIT STATEMENT	1971	557
33	48 HOUR STATEMENT SERVICE PROCESS NO 23 CREDIT STOP SORT	1971	557
34	48 HOUR STATEMENT SERVICE PROCESS NO 24 SPECIAL DEBIT RUN SORT	1971	557
35	48 HOUR STATEMENT SERVICE PROCESS NO 25 CREDIT RUN	1971	557
36	48 HOUR STATEMENT SERVICE PROCESS NO 26 EDIT ASS OUTPUT	1971	557
37	48 HOUR STATEMENT SERVICE PROCESS NO 28 CONTENTS OF THE NON ASS FILE	1971	557

FORTY EIGHT HOUR STATEMENT SERVICE		GIRO / NG / FES /	
NO	TITLE	DATES	LOCATION BOX BAY
38	48 HOUR STATEMENT SERVICE PROCESS NO 32 GENERAL EDIT	1971	557
39	48 HOUR STATEMENT SERVICE PROCESS NO 51 GENERAL INTRODUCTION	1971	557
40	48 HOUR STATEMENT SERVICE PROCESS NO 65 B MRO SELECTIVE RE RUN	1971	557
41	48 HOUR STATEMENT SERVICE PROCESS NO 72 SORT OF INPUT TRANSACTIONS FOR HISTORY	1971	556
42	48 HOUR STATEMENT SERVICE PROCESS NO 76 ERROR REPORTS	1971	556
43	48 HOUR STATEMENT SERVICE PROCESS NO S 113 STANDING ORDERS MERGE SELECT AND UPDATE	1971	556
44	48 HOUR STATEMENT SERVICE PROCESS NO 114	1971	556
45	48 HOUR STATEMENT SERVICE PROCESS NO 527 SORT OF NON ASS OUTPUT	1971	556
46	48 HOUR STATEMENT SERVICE PROCESS NO 530 LISTING OF ALL REPORT TYPES OUTPUT FROM COMPUTER PROCESSES	1971	556
47	48 HOUR STATEMENT SERVICE PROCESS NO 531 REPORT TYPE CODES PRINT OUTPUT	1971	556
48	48 HOUR STATEMENT SERVICE PROCESS NO 566 MRO	1971	556

FORTY EIGHT HOUR STATEMENT SERVICE		GIRO / NG / FES /	
NO	TITLE	DATES	LOCATION BOX BAY
49	48 HOUR STATEMENT SERVICE PROCESS NO 567 FUNCTION OF PROCESS	1971	556
50	48 HOUR STATEMENT SERVICE PROCESS NO 568 EDIT OUTPUT TAPES FOR HISTORY	1971	556
51	48 HOUR STATEMENT SERVICE PROCESS NO 569 PRINT EDIT OF OUTPUT TAPES	1971	556
52	48 HOUR STATEMENT SERVICE PROCESS NO 582 FUNCTION	1971	556
53	48 HOUR STATEMENT SERVICE PROCESS NO 584 INTRODUCTION	1971	556
54	48 HOUR STATEMENT SERVICE WORKING PAPERS	1970 – 1971	1391
55	MAINTENANCE CONTRACT REVISION FOR 48 HR STATEMENT SERVICE (SEE GIRO NG T SAM 10)	1971	611
56	LOW PENETRATION 48 HR SERVICE PAPER ON 48 HR SERVICE, COSTINGS SHEETS, STAFF ESTIMATES, ASSESSMENT OF CAPITAL AND ANNUAL COSTS OF SYSTEM	1970 – 1972	613
57	48 HR STATEMENT SERVICE MARKETING CONSIDERATIONS	1972	613
58	48 HSS DOCC MINUTES	1971 – 1972	613
59	GIRO 48 HR STATEMENT SERVICE	1972	1010
60	GPC 48 HR STATEMENT SERVICE OUTLINE SYSTEM SPECIFICATION	1971 – 1972	1391
61	48 HR STATEMENT SERVICE SYSTEMS TRIALS	1972	609

FORTY EIGHT HOUR STATEMENT SERVICE		GIRO / NG / FES /	
NO	TITLE	DATES	LOCATION BOX BAY
62	48 HR STATEMENT SERVICE PROGRESS CONTROL	1971 – 1972	557
63	GIRO 48 HOUR STATEMENT SERVICE CHANGE OVER PROCEDURES	1971 – 1972	558
64	48 HR STATEMENT SERVICE CHANGE OVER PROCEDURES WORKING PAPERS FOR DOCC PAPER ON CHANGE OVER	1972	613
65	48 HR STATEMENT SERVICE JD HEALEY PERSONAL FILE	1970 – 1972	556
66	48 HR STATEMENT SERVICE GENERAL	1972	559
67	ADVANCED PORCESSING VIA DK ON 48 HR STATEMENT SERVICE	1972	557
68	48 HR SS SERVICE CREDIT STOP SORT	1972	557
69	48 HR SS SERVICE NON ASS SORT	1972	557
70	DISC CONTROL FILE UPDATE	1972	555
71	48 HR S SERVICE CONTROL DISC AMENDMENT PROGRAM	1972	558
72	48 HR S SERVICE DISC RECOVERY FILE RECOVERY PROGRAM	1972	558
73	48 HR IJ RO 75 SUB FILE RE OPTICAL CHARACTER RECOGNITION	1972	557
74	48 HR STATEMENT SERVICE DISC CONTROL FILE AMENEDMENTS TO INPUT PROGRAMS	1972	578
75	48 HR STATEMENT SERVICE INPUT SORT	1972	578
76	48 HR STATEMENT SERVICE INPUT MERGE TRANSACTION NO 173	1972	559

FORTY EIGHT HOUR STATEMENT SERVICE		GIRO / NG / FES /	
NO	TITLE	DATES	LOCATION BOX BAY
77	48 HR STATEMENT SERVICE RERUN PROGRAM	1972	559
78	48 HR STATEMENT SERVICE LARGE TRIALS	1972	557
79	48 HR STATEMENT SERVICE LARGE TRIALS	1972	555
80	48 HR STATEMENT SERVICE M.A.C.	1972	558
81	48 HR STATEMENT SERVICE MAIN SUITE	1972	557
82	48 HR S SERVICE SOMOL SUITE	1972	557
83	48 HR STATEMENT SERVICE SPECIAL FACILITIES FOR CUSTOMERS	1971 - 1972	555
84	48 HOUR STATEMENT SERVICE OUTSTANDING ITEMS	1972 – 1973	559
85	STATEMENTS RED STAR SERVICE	1972 – 1973	1431
86	INTRODUCTION TO 48 HRS SPECIFICATION	1971 – 1974	555

FRAUD

The Fraud department was set up to deal with both internal and external fraudulent dealings. It mainly dealt with the encashment of fraudulent cheques of all sorts at the Post Office Counter and therefore worked closely with the POID, the Post Office Investigation Department, and the Ministries of Labour and Social Security.

FRAUD		GIRO / NG / FR /	
NO	TITLE	DATES	LOCATION BOX BAY
1	FRAUDULENT ENCASHMENT OF GIRO CHEQUES	1970	550
2	RECEIPTS IN LIEU OF FORGED AN DRAFTS 2 FILES	1970	1239
3	STOLEN MSS AN SERIES DRAFTS WORKSOP	1969 – 1970	1239
4	BOX FILE D FORGED DRAFTS MINISTRY OF LABOUR LK SERIES, MINISTRY OF SOCIAL SECURITY AN SERIES, GREEN DRAFTS GREEN DRAFTS LONDON, PI SERIES	1965 – 1970	1239

GIRO BOARD

Once the Post Office had successfully become a Corporation, it was recognised that the National Giro would be a significant part of the new organisation. It was therefore decided to give the Giro its own Board. This was to be made up of a mixture of operational executives from within the Company and outside appointees to provide balance and bring a broader view. The Board was responsible for the day to day running of the Company but reported into the main Post Office Board and did refer major decision to that Board.

In 1973 the Board created its first sub committee with the Sales Review Meetings. This body was set up to monitor the Giro's customer sales across all sectors. In 1977 the National Giro appointed its first Managing Director, Sam Wainwright. As a result the GEC became the Managing Director's Giro Committee (MDGC) from 1 June 1977

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
1	GIRO BOARD ARRANGEMENTS	1970	3257
2	GIRO BOARD PAPERS	1970	3209
3	DRAFT PAPERS FOR THE OUTSIDE MEMBERS OF THE GIRO BOARD	1970	3209
4	GEC AGENDA MATTERS ARISING MINUTES	1970 - 1971	3257
5	BOARD PAPERS 5	1971	3257
6	BOARD PAPERS 6	1971	3257
7	GEC 71 4 REPORT OF THE STUDY GROUP ON OVERDRAFTS	1971	3258
8	GEC 71 54 RE ISSUE OF GIRO CARDS	1971	3258
9	GEC 71 55 RECONCILIATION IN POSTMASTERS TRANSACTION BRANCH	1971	3258
10	GEC 71 57 MEDIUM TERM BUSINESS	1971	3258
11	GEC 71 58 A PROPOSAL TO ELIMINATE DOCUMENT STREAMING	1971	3258
12	GEC 71 59 THE APPLICATION OF FINANCIAL AND CORPORATE MODELLING TO GIRO	1971	3258
13	GEC 71 60 FACILITIES REVIEW GROUP REPORT	1971	3258
14	GEC 71 61 NOVEMBER 71 FINANCIAL REVIEW	1971	3258
15	GEC 71 62 PRIVATE ACCOUNT POLICY	1971	3258
16	GEC 71 63 AGENCY SERVICES BRANCH FINANCIAL REPORT FOR THE PERIOD APRIL – SEPT 1971	1971	3258

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
17	GEC 71 64 VARIABLE STANDING ORDER FACILITY	1971	3258
18	GEC 71 65 DESIGN OF NEW RED GIRO CARD	1971	3258
19	GEC 71 66 THE REMITTANCE SERVICES AND GIRO	1971	3258
20	GEC 71 67 BUDGET AND PROJECTED OUTTURN SEPT 1971	1971	3258
21	GEC 71 68 PROPOSAL TO LEVY CHARGES ON TRANSACTIONS WHERE THE ACCOUNT BALANCE IS LESS THAN £30. 1) CHANGES TO STATEMENT NOTES AND TRANSFER 1 DEPOSIT FORMS 2) FALLBACK FOR THE 48 HOUR STATEMENT SERVICE	1971	3258
22	GEC 71 69 INVESTMENT REVIEW	1971	3258
23	SUMMARY OF CHANGES TO THE SDD DEVELOPMENT SCHEDULE 4 – 70 AREA NOV 1971	1971	3258
24	GEC AGENDA AND MINUTES	1972	3258
25	GEC MINUTES AND NOTES	1972	1710
26	GEC 72 2 HOLIDAY WOD FACILITY	1972	3258
27	GEC 72 3 BUDGETARY CONTROL SYSTEM 1972 – 1973 AND MARCH 1972 REVIEW	1972	3258
28	GEC 72 4 NOVEMBER 1971 REVIEW SALES FORECAST	1972	3258
29	GEC 72 5 CLEARING BANKS - OUSTANDING QUESTIONS	1972	3258
30	GEC 72 7 REPORT ON DEVELOPMENT ITEMS JANUARY 1972	1972	3258

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
31	GEC 72 8 PRICING POLICY FOR BUSINESS TREFFIC	1972	3258
32	GEC 72 9 1971 / 1972 PROJECTED OUTTURN AS AT 24 JAN 1972	1972	3258
33	GEC 72 10 MARCH 1972 FINANCIAL REVIEW ASSUMPTIONS	1972	3258
34	GEC 72 11 1971 / 1972 PROJECTED OUTTURN AS AT MID FEBRUARY 1972	1972	3258
35	GEC 72 12 TRANSFER OF GIRO COMPUTING TO DPS FINANCIAL ARRANGEMENTS	1972	2923
36	GEC 72 13 GIRO PLANNING COMMITTEE	1972	2923
37	GEC 72 14 DORMANT ACCOUNTS	1972	2923
38	GEC 72 15 DESIGN OF GIROCHEQUES ISSUED BY DHSS DE AND MHSS (NI)	1972	2923
39	GEC 72 16 BUDGETARY CONTROL PRINCIPLES 1972 – 1973	1972	2923
40	GEC 72 17 PRICING POLICY PAPER GEC 72 8	1972	2923
41	GEC 72 18 RENT ALLOWANCES	1972	2923
42	GEC 72 19 REPORT ON DEVELOPMENT ITEMS MARCH 1972	1972	2923
43	GEC 72 20 ABOLITION OF REFILMS IN THE OCR STREAM	1972	2923
44	GEC 72 21 A REVIEW OF THE PRE AUTHENTICATED GIROCHEQUE £50 MAXIMUM	1972	2923
45	GEC 72 22 GIRO PRODUCTIVITY IMPROVEMENT SCHEME	1972	2923

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
46	GEC 72 23 THE ALLOCATION OF 7 DIGIT AND 9 DIGIT NUMBERS TO BUSINESS ACCOUNTS	1972	2923
47	GEC 72 24 GRS MARCH 1972 REVIEW AND 1972 – 1973 BUDGETS	1972	2921
48	GEC 72 25 GIRO MANPOWER AND PRODUCTIVITY 1972 – 1973	1972	2921
49	GEC 72 26 POSTAL DRAFT TYPE SERVICE	1972	2921
50	GEC 72 27 CARS FOR SALES CONSULTANTS	1972	2921
51	GEC 72 28 JOINT WORKING PARTIES ON GIRO PRODUCTIVITY	1972	2921
52	GEC 72 29 COMPARATIVE BANK CHARGES FOR PRIVATE ACCOUNTS	1972	2921
52 A	GEC 72 30 REPORT ON DEVELOPMENT ITEMS APRIL 1972	1972	2921
53	GEC 72 31 PRODUCT DEVELOPMENT BRANCH SCHEDULE	1972	2921
54	GEC 72 32 MOTOR INSURANCE GIRO FACILITY IMPROVEMENT	1972	2921
55	GEC 72 33 POSTAL DRAFT TYPE SERVICE	1972	2923
56	GEC 72 34 SECURITY ASPECTS OF RAISING PRE AUTHENTICATED GIRO CHEQUE MAXIMUM TO £100	1972	2923
57	GEC 72 35 PROMOTIONS PROCEDURES WITHIN THE SENIOR SALARY STRUCTURE – GRS	1972	2923
58	GEC 72 36 THE NATIONAL GIRO HANDBOOK	1972	2923

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
59	GEC 72 37 MANAGEMENT STAFF REVIEW	1972	2923
60	GEC 72 38 THE USE OF WATERMARKED PAPER FOR GIROCHEQUES	1972	2923
61	GEC 72 39 BUDGETARY CONTROL 1972 - 1973	1972	2923
62	GEC 72 42 AMB TREATMENT OF OVERDRAWN STG ACCOUNTS	1972	2923
63	GEC 72 43 REVISED LOANS THROUGH GIRO SCHEME	1972	2923
64	GEC 72 45 TERMINAL DEVICES AND DATA TRANSMISSION	1972	2923
65	GEC 72 46 FIRST READER AND ANBAR ABSTRACT SERVICE	1972	2923
66	GEC 72 47 REVIEW OF WOD FACILITIES	1972	2923
67	GEC 72 48 PROVISIONAL GIRO PROFIT AND LOSS STATEMENT MAY 1972	1972	2921
68	GEC 72 49 JULY 1972 FINANCIAL REVIEW ASSUMPTIONS	1972	2921
69	GEC 72 50 FUTURE DEVELOPMENT STUDY PROPOSALS	1972	2921
70	GEC 72 51 REPORT ON DEVELOPMENT ITEMS JUNE 1972	1972	2921
71	GEC 72 53 NEW CONTRACT FOR GIROSCOPE MAGAZINE	1972	2921
72	GEC 72 54 BUDGET REPORT MAY 1972	1972	2921
73	GEC 72 55 ARTHUR ANDERSON REVIEW	1972	2921

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
73 A	GEC 72 56 GOLD CARD PROPOSED VETTING PROCEDURE	1972	2921
74	GEC 72 57 BUSINESS PLAN 1973 - 1983	1972	2923
75	GEC 72 58 REPORT ON THE DEVELOPMENT ITEMS AUGUST 1972 MACHINE READABLE INPUT MRI	1972	2923
76	GEC 72 59 BUDGET REPORT JUNE 1972	1972	2923
77	GEC 72 60 PROPOSED RE ORGANISATION OF MARKETING DIVISION	1972	2923
78	GEC 72 61 BUDGET REPORT JULY 1972	1972	2923
79	GEC 72 62 MANAGEMENT SERVICES DIVISION STAFFING	1972	2923
80	GEC 72 63 AUDIT BRANCH ACTIVITY AND STAFFING	1972	2923
81	GEC 72 64 GRS PLANNING CYCLES	1972	2923
82	GEC 72 65 NOVEMBER 1971 – 1972 FINANCIAL REVIEW BASIC ASSUMPTIONS	1972	2923
83	GEC 72 66 BUDGET REPORT AUGUST 1972	1972	2922
84	GEC 72 67 INTRODUCTION OF OVERDRAFT ADMINISTRATION CHARGE	1972	2922
85	GEC 72 67 INTRODUCTION OF OVERDRAFT ADMINISTRATION CHARGE	1972	380
86	GEC 72 68 VALUE ADDED TAX	1972	2921
87	GEC 72 68 VALUE ADDED TAX AND CREDITOR CONTROLS	1972	989

GIRO BOARD

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NO	TITLE	DATES	LOCATION	
			BOX	BAY
88	GEC 72 69 BUDGET REPORT SEPTEMBER 1972	1972	2921	
89	GEC 72 70 REPORT ON DEVELOPMENT ITEMS OCTOBER / NOVEMBER 1972	1972	2921	
90	GEC 72 71 PRICING OF RENT SCHEMES	1972	2921	
91	GEC 72 72 GILBERT AND SONS LTD RENT ALLOWANCE ACCOUNTING SYSTEM	1972	2921	
92	GEC 72 73 48 HOUR STATEMENT SERVICE	1972	2921	
93	GEC 72 74 EMERGENCY ARRANGEMENTS ELECTRICITY INDUSTRY INDUSTRIAL ACTION	1972	2921	
94	GEC 72 75 48 HOUR STATEMENT SERVICE	1972	2921	
95	GEC 72 76 PROVISIONAL GIRO PROFIT AND LOSS STATEMENT FOR SEPTEMBER 1972 BASED ON POST OFFICE	1972	2921	
96	GEC 72 77 COST SAVINGS FINANCE DIVISION	1972	2921	
97	GEC 72 78 EMERGENCY PLANNING	1972	2921	
98	GEC 72 79 CHEQUE CLEARANCE TIMETABLE	1972	2921	
99	GEC 72 80 TRANSFER OF POSTAL ORDER PROCESSING TO SYSTEM 4 MACHINES	1972	2921	
100	GEC 72 81 BUDGET REPORT OCTOBER 1972	1972	2921	
101	GEC 72 82 PROVISIONAL GIRO PROFIT AND LOSS STATEMENT FOR OCTOBER 1972 BASED ON POST OFFICE BOARD TARGETS	1972	2921	

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
102	GEC 72 83 MONTHLY FINANCIAL REVIEWS GIRO NOVEMBER 1972 REMITTANCE SERVICES OCTOBER 1972	1972	2922
103	GEC 72 84 GRS BUSINESS PLAN 1973 – 1983 TRAFFIC AND STAFF FORECASTS	1972	2922
104	GEC 72 86 GIRO GROWTH PROSPECTS 1973 – 1974 – 1977 – 1978	1972	2922
105	GEC 72 87 SALES DIVISION	1972	2922
106	GEC 72 88 REPORT ON DEVELOPMENT ITEMS NOVEMBER 1972 MACHINE READABLE INPUT MRI	1972	2921
107	GEC MINUTES MATTERS ARISING AGENDAS PART 1	1973	2922
108	GEC MINUTES MATTERS ARISING AGENDAS PART 2	1973	2923
109	GEC PAPERS	1973	170
110	GEC 73 01 INVESTMENT	1973	2922
111	GEC 73 02 FUTURE LOCATION OF REMITTANCE SERVICES	1973	2922
112	GEC 73 03 STANDING ORDERS TO JSB ACCOUNTS	1973	2922
113	GEC 73 04 DONATIONS TO LOCAL CHARITIES	1973	2922
114	GEC 73 05 QUALITY OF SERVICE STATISTICS	1973	2922
115	GEC 73 06 PRIVATE ACCOUNT PARTNERSHIPS FACILITIES	1973	2922

GIRO BOARD		GIRO / NG / GB /	
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116	GEC 73 07 USE OF NEW SECURITY BACKGROUND AND WATERMARKED PAPER FOR GIROCHEQUES	1973	2922
117	GEC 73 08 GRS SYSTEMS PLANS	1973	2922
118	GEC 73 09 THE APPLICATION OF FINANCIAL MODELLING TO GRS	1973	2922
119	GEC 73 10 MONTHLY FINANCIAL REVUE GIRO DEC 1972 REMITTANCE SERVICES NOV 1972	1973	2922
120	GEC 73 11 ELIMINATION OF STREAMING PROGRESS REPORT	1973	2922
121	GEC 73 12 STAFFING OF FOWARD PLANNING BRANCH	1973	2922
122	GEC 73 13 VARIABLE CREDIT LIMITS & MAINTENANCE OF MINIMUM BALANCES	1973	2922
123	GEC 73 14 REPORT OF DEVELOPMENT ITEMS FEB 1973	1973	3225
124	GEC 73 15 TIMETABLE FOR 1973 / 1974 PLAN AND FINANCIAL MANAGEMENT	1973	3225
125	GEC 73 16 PRICING POLICY	1973	3225
126	GEC 73 17 FORGERY OF VALUE DOCUMENTS	1973	3225
127	GEC 73 18 INTRODUCTION OF GIRO AND CREDIT CARDS	1973	3225
128	GEC 73 19 MARCH 1973 FINANCIAL REVIEW ASSUMPTIONS	1973	3225
129	GEC 73 20 MONTHLY FINANCIAL REVIEWS GIRO JAN 1973 REMITTANCE SERVICES DEC 1972	1973	3225

GIRO BOARD		GIRO / NG / GB /	
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130	GEC 73 21 TEMPORARY PROMOTIONS WITHIN SSS	1973	3225
131	GEC 73 22 INVESTMENT	1973	3225
132	GEC 73 23 FEB 73 SPECIAL REVIEW INCOME AND EXPENDITURE FORECAST	1973	3225
133	GEC 73 24 GRS REPRESENTATIVES OF EXTERNAL COMMITTEES	1973	3225
134	GEC 73 25 MARKETING PLAN	1973	3225
135	GEC 73 26 GIRO AND BARCLAYCARD	1973	3225
136	GEC 73 27 MONTHLY FINANCIAL REVIEW GIRO FEB 1973 REMITTANCE SERVICES JAN 1973	1973	3225
137	GEC 73 28 REMITTANCE SERVICES FACILITIES	1973	3225
138	GEC 73 29 REMITTANCE SERVICES FACILITIES	1973	3225
139	GEC 73 30 BUSINESS ACCOUNT APPLICATIONS VETTING PROCEDURES	1973	3225
140	GEC 73 31 INVESTMENT 5 YR FORECAST	1973	3225
141	GEC 73 32 INVESTMENT FORCAST FOR 1973 – 1974	1973	3225
142	GEC 73 33 1973 – 1974 BUDGETS REPORT OF WORKING PARTY	1973	3225
143	GEC 73 34 PRIVATE ACCOUNT APPLICATIONS	1973	3225
144	GEC 73 35 SUGGESTED ACTION LIST FOR REMITTANCE SERVICES PRICES AND RESTRUCTURING	1973	3225

GIRO BOARD		GIRO / NG / GB /	
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145	GEC 73 36 REPORT ON DEVELOPMENT ITEMS	1973	3225
146	GEC 73 37 PRODUCT DEVELOPMENT PROJECT SCHEDULE	1973	3225
147	GEC 73 38 VALUE ADDED TAX SECURITY OF BLANK GIRO STATEMENTS AGAINST POSSIBLE MIS USE	1973	3225
148	GEC 73 39 IMPROVING INTERNAL COMMUNICATIONS	1973	3225
149	GEC 73 40 REVIEW OF PERFROMANCE GIRO MARCH 1973 REMITTANCE SERVICES FEB 1973	1973	3225
150	GEC 73 41 EXTENSION OF GOLD CARD FACILITY TO FURTHER RANGE OF ACCOUNT HOLDERS	1973	3225
151	GEC 73 42 GRS SYSTEMS PLAN	1973	3225
152	GEC 73 43 MONTHLY FINANCIAL REVIEW GIRO APRIL 1973 REMITTANCE SERVICES MARCH 1973	1973	3225
153	GEC 73 44 PUBLIC RELATIONS AND PUBLICITY PROGRAMME	1973	3225
154	GEC 73 45 JULY 1973 FINANCIAL REVIEW ASSUMPTIONS	1973	3225
155	GEC 73 47 INTERNATIONAL TELEGRAPHIC TRANSFER	1973	3225
156	GEC 73 48 EXTENSION OF A GOLD CARD FACILITY TO NEW ACCOUNTS OUTSIDE THE PUBLIC SECTOR AND RELAXATION OF STG QUALIFICATION	1973	3225
157	GEC 73 49 INVESTMENT FORECAST FOR 1973 – 1974	1973	3225

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
158	GEC 73 50 REPORT OF THE COMMITTEE TO REVIEW NATIONAL SAVINGS (PAGE)	1973	3225
159	GEC 73 51 MONTHLY FINANCIAL REVIEW GIRO MAY 1973 REMITTANCE SERVICES APRIL 1973	1973	3225
160	GEC 73 52 GIRO BUILDINGS MAINTENANCE ESTIMATED EXPENDITURE 1973 – 1974	1973	3225
161	GEC 73 53 ELIMINATION OF STREAMING : PROGRESS REPORT	1973	3225
162	GEC 73 54 GILBERT AND SONS LTD PRINTING OF GIRO CHEQUES	1973	3225
163	GEC 73 55 GRS BUSINESS PLAN 1974 – 1984 TRAFFIC AND ACCOUNT FORECASTS	1973	3225
164	GEC 73 56 REPORT ON DEVELOPMENT ITEMS JULY 1973	1973	3225
165	GEC 73 57 GRS BUSINESS PLAN 1973 - 1984	1973	3225
166	GEC 73 58 MONTHLY FINANCIAL REVIEW GIRO JUNE 1973 REMITTANCE SERVICES MAY 1973	1973	3225
167	GEC 73 59 RECOVERY OF HARDCORE OVERDRAFTS ON PRIVATE ACCOUNTS	1973	3225
168	GEC 73 60 BUDGET REPORT GIRO JULY 1973 REMITTANCE SERVICES JUNE 1973	1973	3226
169	GEC 73 61 IMPLICATIONS OF ABOLITION OF CREDIT STREAMING THE MARKETING VIEW	1973	3226

GIRO BOARD		GIRO / NG / GB /	
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170	GEC 73 62 AGENTS DEPOSITS SATURDAY PROBLEMS	1973	3226
171	GEC 73 63 LEVEL OF SYSTEMS AND PROGRAMMING SUPPORT FOR GRS	1973	3226
172	GEC 73 64 REMOVAL OF AUDIT QUALIFICATION GIRO CUSTOMER BALANCES	1973	3226
173	GEC 73 66 GIRO GUARANTEE CARD FACILITY	1973	3226
174	GEC 73 67 BUDGET REPORT GIRO AUGUST 1973 REMITTANCE SERVICES JULY 1973	1973	3226
175	GEC 73 68 INTERNAL AUDIT PROGRAMME TO 30 JUNE 1974	1973	3226
176	GEC 73 69 FUTURE ORGANISATION OF REMITTANCE WORK	1973	3226
177	GEC 73 70 REPORT ON DEVELOPMENT ITEMS	1973	3226
178	GEC 73 71 NOVEMBER / INVESTMENT REVIEW PRICES	1973	3226
179	GEC 73 72 PROVISION OF NIGHT SAFES	1973	3226
180	GEC 73 73 CUSTOMER BALACNES	1973	3226
181	GEC 73 74 DISCUSSION PAPER MEETING WITH BMG 19 OCT0BER 1973	1973	3226
182	GEC 73 75 CONDITONS OF SERVICE FOR GIRO SERVICES NOT COVERED BY GIRO HADNBOOK	1973	3226
183	GEC 73 76 PRE AUTHENTICATED GIROCHEQUE CONTROL PROCEDURES	1973	3226

GIRO BOARD		GIRO / NG / GB /	
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184	GEC 73 77 USE OF OVERDRAFT PERMITTED MARKER	1973	3226
185	GEC 73 78 INTEREST RATES	1973	3226
186	GEC 73 80 FINANCIAL MODELLING IN GRS	1973	3226
187	GEC 73 81 MANAGEMENT SERVICES	1973	3226
188	GEC 73 82 CONDITIONS OF SERVICE FOR GIRO SERVICES NOT COVERED BY THE GIRO HANDBOOK	1973	3226
189	GEC 73 84 ENTRY TO CLEARING	1973	3226
190	GEC 73 85 MONTHLY BUDGET REPORT GIRO OCT 1973 REMITTANCE SERVICES SEPTEMBER 1973	1973	3226
191	GEC 73 86 CONSUMER CREDIT BILL	1973	3226
192	GEC 73 87 FUTURE STRATEGY FOR PRIVATE ACCOUNTS	1973	3226
193	AGENDAS MINUTES & MATTERS ARISING OF GEC MEETINGS	1974	3228
194	GEC PAPERS	1974	1007
195	GIRO EXECUTIVE PAPERS	1974	1007
196	INFORMATION PAPERS	1974	3208
197	MISCELLANEOUS PAPERS REFERRING TO 1974	1974	3220
198	GEC 74 1 MONTHLY BUDGET REPORT GIRO NOV 73 REMITTANCE SERVICES OCT 73	1974	3226
199	GEC 74 2 MARKETING PLAN	1974	3226
200	GEC 74 3 EMERGENCY STATIONARY SUPPLIES	1974	3226

GIRO BOARD		GIRO / NG / GB /	
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201	GEC 74 4 PERSONNEL DIVISION	1974	3226
202	GEC 74 5 INTERIM REPORT ON STATIONARY	1974	3226
203	GEC 74 7 DEVELOPMENT ITEMS REPORT	1974	3226
204	GEC 74 8 TIMETABLE FOR 1974 – 1975 PLANS AND FINANCIAL MANAGEMENT	1974	3226
205	GEC 74 9 MARKETING PLAN 1974 REVISED ASSUMPTIONS BASED ON NEW PRICES EMANATING FROM INHOUSE CONTRACT WITH POSTS	1974	3226
206	GEC 74 10 GIRO WORLD	1974	3226
207	GEC 74 11 REPORT ON NGC SERVICES DIVISION	1974	3226
208	GEC 74 12 GT 9 SUB GROUP ON ENCASHMENT FACILITES FOR TRAVELLERS	1974	3226
209	GEC 74 13 TIMETABLE FOR FINANCIAL PLANS	1974	3226
210	GEC 74 14 MONTHLY BUDGET REPORT GIRO JAN 1974 REMITTANCE SERVICES DECEMBER 1973	1974	3226
211	GEC 74 15 OPERATING PLAN 1974 - 1975	1974	3226
212	GEC 74 16 PAYMENT OF WAGES THROUGH GIRO	1974	3226
213	GEC 74 17 BRITISH GAS CORPORATION REVISED AGREEMENT	1974	3226
214	GEC 74 18 ITEMS INTRODUCED IN K PACKAGE ON 18 MARCH 1974	1974	3226

GIRO BOARD		GIRO / NG / GB /	
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215	GEC 74 20 SCOPE FOR REDUCING CUSTOMER STATIONARY COSTS	1974	3226
216	GEC 74 21 MONTHLY BUDGET REPORT GIRO FEBRUARY 1974 REMITTANCE SERVICES JANUARY 1974	1974	3226
217	GEC 74 22 DEVELOPMENT OF GIRO SYSTEM 1976 - 1980	1974	3226
218	GEC 74 23 REPORT ON DEVELOPMENT ITEMS	1974	3226
219	GEC 74 24 REMITTANCE SERVICES STUDY GROUP IN DRAFT REPORT	1974	3226
220	GEC 74 25 1974 OPERATIONAL PLAN AND BUDGET	1974	3227
221	GEC 74 26 MONTHLY BUDGET REPORT GIRO MARCH 1974 REMITTANCE SERVICES FEBRUARYB 1974	1974	3227
222	GEC 74 27 CREDIT FACILITIES FOR GIRO CUSTOMERS	1974	3227
223	GEC 74 28 CHEQUE DEPOSIT PROCEDURES	1974	3227
224	GEC 74 29 ADVERTISING IN STATIONARY PACKS AND STATEMENT INSERTS	1974	3227
225	GEC 74 30 BANKERS REFERENCES	1974	3227
226	GEC 74 31 SOURCE AND STRUCTURE OF POSTAL ORDFER AND MONEY ORDER STATISTICS	1974	3227
227	GEC 74 32 MONTHLY BUDGET REPORT GIRO APRIL 1974 REMITTANCE SERVICES MARCH 1974	1974	3227

GIRO BOARD		GIRO / NG / GB /	
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228	GEC 74 33 PRE AUTHENTICATED GIROCHEQUE SCHEMES FUNDING ARRANGEMENTS	1974	3227
229	GEC 74 34 WITHDRAWAL ON DEMAND LIMIT AND RELATED QUESTIONS	1974	3227
230	GEC 74 35 BUDGET GIRO 1974 - 1975	1974	3227
231	GEC 74 36 EXPENDITURE ON STAFF	1974	3227
232	GEC 74 37 MONTHLY BUDGET REPORT GIRO MAY 1974 REMITTANCE SERVICES APRIL 1974	1974	3227
233	GEC 74 38 JULY 1974 REVIEW AND 1975 BUSINESS PLAN	1974	3227
234	GEC 74 40 INTERNATIONAL TELEGRQPHIC GIRO TRANSFER SERVICE	1974	3227
235	GEC 74 41 WITHDRAWALS ON DEMAND LIMITS AND RELATED QUESTIONS	1974	3227
236	GEC 74 42 REMITTANCE SERVICES RESTRUCTURING	1974	3227
237	GEC 74 43 BUSINESS PLAN 1975 - 1985	1974	3227
238	GEC 74 44 FINANCIAL TARGETS 1974 - 1975	1974	3227
239	GEC 74 45 REPORT ON DEVELOPMENT ITEMS SEPTEMBER 1974	1974	3227
240	GEC 74 46 INTERNAL AUDIT PROGRAMME TO 30 JUNE 1975	1974	3227
241	GEC 74 47 MONTHLY BUDGET REPORT GIRO JULY 1974 REMITTANCE SERVICES JUNE 1974	1974	3227
242	GEC 74 48 ISTANBUL CEPT PO / GT9 MEETING 23 – 28 SEPTEMBER 1974	1974	3227

GIRO BOARD		GIRO / NG / GB /	
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243	GEC 74 49 PROGRESS TOWARDS GETTING RID OF THE AUDIT QUALIFICATION	1974	3227
244	GEC 74 50 INCREASE IN WOD LIMIT OUTSTANDING	1974	3227
245	GEC 74 51 OPENING OF PERSONAL GIRO ACCOUNTS REFERENCING PROCEDURES	1974	3227
246	GEC 74 52 GIRO DEVELOPMENT PLANS NGC MEETING 5 – 6 NOVEMBER 1974	1974	3227
247	GEC 74 55 FACILITY SPECIFICATION FOR PERSONAL LOANS AND OVERDRAFTS	1974	3227
248	GEC 74 56 PAY THROUGH GIRO FACILITIES	1974	3227
249	GEC 74 57 LOAN APPLICANT VETTING PROCEDURES	1974	3227
250	GEC 74 58 RENT PAYMENTS BY CHEQUE AT PO COUNTERS	1974	3227
251	GEC 74 59 MONTHLY BUDGET REPORT GIRO SEPTEMBER 1974 REMITTANCE SERVICES AUGUST 1974	1974	3227
252	GEC 74 61 DEVELOPMENT OF NATIONAL GIRO TIMESCALES	1974	3227
253	GEC 74 62 BUDGETARY CONTROL FOR GIRO STAFF COSTS	1974	3227
254	GEC 74 63 OUTLINE SYSTEMS PROPOSAL FOR A PERSONAL LOAN FACILITY	1974	3227
255	GEC 74 64 PROVISIONAL TIMETABLE FOR INVESTMENT REVIEW 1974 AND BUSINESS PLAN 1975 - 1985	1974	3227

GIRO BOARD		GIRO / NG / GB /	
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256	GEC 74 66 PERSONAL LOANS INTEREST RATES	1974	3227
257	GEC 74 67 MONTHLY BUDGET REPORT GIRO OCTOBER 1974 REMITTANCE SERVICES SEPTEMBER 1974	1974	3227
258	GEC 74 68 TITLES FOR BUSINESS DEPOSIT SERVICES ETC	1974	3227
259	GEC 74 69 DEVOLVED POWERS	1974	3227
260	GEC 74 70 PERSONAL LOANS	1974	3227
261	GEC 74 71 LIMITED OVERDRAFT FACILITY	1974	3227
262	GEC 74 73 PERSONAL LOANS RATIONING PROPOSALS	1974	3227
263	GEC 74 74 MONTHLY BUDGET REPORT GIRO NOVEMBER 1974 REMITTANCE SERVICES OCTOBER 1974	1974	3227
264	AGENDA MINUTES MATTERS ARISING	1975	3228
265	GEC 75 1 REPORT AND DEVELOPMENT ITEMS	1975	3228
265	GEC 75 1 REPORT AND DEVELOPMENT ITEMS	1975	3228
266	GEC 75 2 MONTHLY BUDGET REPORT 11 1974 AND 12 1974	1975	3228
267	GEC 75 3 LOAN APPLICATION VETTING PROCEDURES	1975	3228
268	GEC 75 4 PERSONAL LOANS	1975	3228

GIRO BOARD		GIRO / NG / GB /	
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269	GEC 75 5 1975 INVESTEMTN REVIEW AND 1975 – 1976 OPERATIONAL PLAN AND BUDGET PRELIMINARY STATEMENT OF STAFF AND NGC COSTS	1975	3228
270	GEC 75 6 1975 INVESTMENT REVIEW MAION BUSINESS ASSUMPTIONS	1975	3228
271	GEC 75 7 PAY THROUGH GIRO / PENSIONS THROUGH GIRO 1975 – 1976 CAMPAIGNS	1975	3228
272	GEC 75 8 MONTHLY BUDGET REPORT 01 1975	1975	3228
273	GEC 75 9 PERSONAL LOANS	1975	3228
274	GEC 75 10 PERSONAL LOANS	1975	3228
275	GEC 75 11 CHEQUES LOST IN THE POST	1975	3228
276	GEC 75 12 CEPT PLENARY ASSEMBLY	1975	3228
277	GEC 75 13 NON RETURN OF PAID GIROCHEQUES	1975	3228
278	GEC 75 14 MONTHLY BUDGET REPORT GIRO 02 1975 REMITTANCE SERVICE 01 1975	1975	3228
279	GEC 75 15 RENT PAYMENTS BY CHEQUE AT PO COUNTERS	1975	3228
280	GEC 75 16 PEROSNAL LOANS	1975	3228
281	GEC 75 17 ACCOUNT OPENING	1975	3228
282	GEC 75 18 REPORT ON DEVELOPMENT ITEMS 04 1975	1975	3204

GIRO BOARD		GIRO / NG / GB /	
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283	GEC 75 19 MONTHLY BUDGET REPORT GIRO 03 1975 REMITTANCE SERVICES 02 1975	1975	3204
284	GEC 75 20 1975 MARKETING PLAN	1975	3204
285	GEC 75 21 FINANCIAL PROSPECTS 1975 - 1976	1975	3204
286	GEC 75 22 OVERDRAFT FACILITY	1975	3204
287	GEC 75 24 CORPORATE PLAN 1976 - 1986	1975	3204
288	GEC 75 25 FINANCIAL PROSPECTS INVESTMENT DIVISION REPORT	1975	3204
289	GEC 75 26 MONTHLY BUDGET REPORT GIRO 04 1975 REMITTANCE SERVICES 03 - 04 1975	1975	3204
290	GEC 75 27 ACCEPTANCE OF CHEQUES AT POST OFFICE COUNTERS	1975	3204
291	GEC 75 28 GUARANTEE CARD FACILITY	1975	3204
292	GEC 75 29 CONTROL OF GIRO EXPENDITURE PROGRESS REPORT	1975	3204
293	GEC 75 30 MEDIUM TERM FINANCIAL FORECASTS GRS	1975	3228
294	GEC 75 31 DEVOLVED POWERS	1975	3228
295	GEC 75 32 PENSIONS THROUGH GIRO SERVICE CHARGE FOR PUBLIC SERVICE PENSIONERS	1975	3204
296	GEC 75 33 SURVEY OF THE ATTITUDES OF THE POST OFFICE STAFF TO THE GIRO SERVICE	1975	3204

GIRO BOARD		GIRO / NG / GB /	
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297	GEC 75 34 MONTHLY BUDGET REPORT 06 1975	1975	3204
298	GEC 75 35 MONTHLY BUDGET REPORT 05 1975	1975	3204
299	GEC 75 36 MONTHLY BUDGET REPORT 07 1975	1975	3204
300	GEC 75 37 NEW RANGE COMPUTER FACILITIES SPECIFICATION	1975	3204
301	GEC 75 38 ECONOMY INNUSE OF TELEPHONES	1975	3204
302	GEC 75 39 NETWORK OF OFFICES USED TO TRANSACT GIRO BUSINESS	1975	3204
303	GEC 75 40 REVIEW OF OPTIONAL STATEMENT FACILITY	1975	3204
304	GEC 75 41 REPORT ON DEVELOPMENT ITEMS	1975	3204
305	GEC 75 42 FACILITES SPECIFICATION FUNDAMENTAL ISSUES	1975	3204
306	GEC 75 43 PAY / PENSIONS THROUGH GIRO REVISED CAMPAIGN PLAN	1975	3204
307	GEC 75 44 BRIDGING LOANS	1975	3204
308	GEC 75 45 SHORT TERM FINANCIAL OUTLOOK	1975	3204
309	GEC 75 46 THOMAS COOK TRAVELLERS CHEQUES FOREIGN CURRENCY FACILITY	1975	3204
310	GEC 75 47 GRS BUSINESS PLAN 1976 - 1986	1975	3204

GIRO BOARD		GIRO / NG / GB /	
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311	GEC 75 48 MONTHLY BUDGET REPORT	1975	3204
312	GEC 75 49 POST'S CHARGES	1975	3204
313	GEC 75 50 COMPUTERISATION OF GIRO PAYROLL	1975	3204
314	GEC 75 51 GRS PROMOTION PROCEDURES AND APPRAISEMENT	1975	3204
315	GEC 75 52 REDESIGN OF STANDARD GIROCHEQUE IN POSTCHRQUE FORMAT	1975	3204
316	GEC 75 53 GIRO FIXED COST STAFF NUMBERS	1975	3204
317	GEC 75 54 MONTHLY BUDGET REPORT 09 1975	1975	3204
318	GEC 75 55 REVISED PROCEDURES FOR INLAND TELEGRAPH MONEY ORDERS	1975	3204
319	GEC 75 56 SECURITY OF VALUE DOCUMENTS	1975	3204
320	GEC 75 57 CONDITIONS OF SERVICE FOR CHEQUE DEPOSITS	1975	3204
321	GEC 75 58 UNSATISFACTORY BDS REFERENCES	1975	3204
322	GEC 75 59 GRAWP ACCOUNTING	1975	3204
323	GEC 75 61 MONTHLY BUDGET REPORT 10 1975	1975	3204
324	GEC 75 62 THOMAS COOK TRAVELLERS CHEQUES / FOREIGN CURRENCY FACILITY REVISED COSTINGS	1975	3204

GIRO BOARD		GIRO / NG / GB /	
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325	GEC 75 63 GUARANTEE CARD FACILITY USE OF TRANSFERS FOR ACROSS THE COUNTER PAYMENTS	1975	3204
326	GEC 75 64 REPORT ON DEVELOPMENT ITEMS	1975	3204
327	GEC 75 65 REVISED PROCEDURES FOR OVERSEAS TELEGRAPH MONEY ORDERS	1975	3204
328	GIRO EXECUTIVE COMMITTEE (GEC) PAPERS 1975	1975	1007
329	1975 – 1986 COMPUTING PLAN GRS INFORMATION PAPER	1975	3208
330	INTERNATIONAL GIRO TELEX TRANSFER SERVICE INFORMATION PAPER 11 1975	1975	3208
331	ACCEPTANCE OF CHEQUES AT POST OFFICES INFORMATION PAPER	1975	3208
332	FUTURE OF GIROSCOPE GEC INFORMATION PAPER	1975	3208
333	GEC AGENDA MINUTES MATTERS ARISING	1976	3205
334	GEC PAPERS 1 - 36	1976	1008
335	GEC PAPERS 37 - 74	1976	1008
336	GEC 76 01 CHEQUE DEPOSITS CHEQUE CLEARING LINES	1976	3205
337	GEC 76 02 RATIONALISATION OF REMITTANCE SERVICES REPORT ON PROGRESS AND POLICY	1976	3205
338	GEC 76 02 RATIONALISATION OF REMITTANCE SERVICES REPORT ON PROGRESS AND POLICY	1976	3205

GIRO BOARD		GIRO / NG / GB /	
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339	GEC PAPER ON REMITTANCE SERVICES SUPPORT FILE	1976	474
340	GEC 76 03 GRS OPERATIONAL PLAN AND BUDGET INVESTMENT REVIEW	1976	3205
341	GEC 76 04 MONTHLY BUDGET REPORT NOVEMBER 1975	1976	3205
342	GEC 76 05 PERSONAL OVERDRAFTS AND CHEQUE GUARANTEE CARDS	1976	3205
343	GEC 76 06 GT 9 SUB GROUP ENHASHMENT FACILITIES	1976	3205
344	GEC 76 07 COUNTER NETWORK WORKING PARTY	1976	3205
345	GEC 76 08 GIRO PERSONAL LOANS PHASE 2	1976	3205
346	GEC 76 09 GIRO GUARANTEE CARD AND PERSONAL OVERDRAFTS POSITION ON LEGAL ASPECTS	1976	3205
347	GEC 76 10 OPERATIONAL PLAN AND BUDGET 1976 – 1977 KEY OBJECTIVES	1976	3205
348	GEC 76 11 MONTHLY BUDGET REPORT GIRO AND REMITTANCE SERVICES DECEMBER 1975	1976	3205
349	GEC 76 12 FORECASTING THE GIRO INVESTED FUND	1976	3205
350	GEC 76 13 REMOVAL OF AUDIT QUALIFICATION REPLACEMENT OF DATA CAPTURE EQUIPMENT	1976	3205
351	GEC 76 14 COMPUTERS AND PRIVACY	1976	3205
352	GEC 76 15 NEW RANGE COMPUTER FACILITIES SPECIFICATION	1976	3205

GIRO BOARD		GIRO / NG / GB /	
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353	GEC 76 16 MONTHLY BUDGET REPORT JANUARY 1976	1976	3205
354	GEC 76 17 FINANCIAL MODEL INFORMATON PAPER	1976	3205
355	GEC 76 18 GIRO REMITTANCE SERVICES GRS MAIL COSTS	1976	3205
356	GEC 76 19 BRIDGING LOANS	1976	3205
357	GEC 76 20 ORGANISATION AND METHODS BRANCH AND THE FORMER MANAGEMENT SERVICES DIVISION	1976	3205
358	GEC 76 21 CHANGES IN GIRO STATIONERY	1976	3205
359	GEC 76 22 MONTHLY BUDGET REPORT GIRO AND REMITTANCE SERVICES FEBRUARY 1976	1976	3205
360	GEC 76 23 REPORT ON THE MEETING OF CEPT GT9 SUB GROUP HELD AT BOPPARD	1976	3205
361	GEC 76 24 MONTHLY BUDGET REPORT REVISION	1976	3205
362	GEC 76 25 NEW RANGE COMPUTER FACILITIES SPECIFICATION	1976	3205
363	GEC 76 26 MONTHLY BUDGET GIRO AND REMITTANCE SERVICES MARCH 1976	1976	3205
364	GEC 76 27 LOW BALANCE SURCHARGE	1976	3205
365	GEC 76 28 LONDON CHEQUE CLEARING CENTRE	1976	3205
366	GEC 76 29 DEVELOPMENT OF GIRO SYSTEM	1976	3205

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
367	GEC 76 30 NON RETURN OF PAID GIROCHEQUES NRPG TO 9 DIGIT ACCOUNT HOLDERS	1976	3205
368	GEC 76 31 PERSONAL LOANS	1976	3205
369	GEC 76 32 CROSSED GIROCHEQUES IN NON STANDARD SIZES	1976	3205
370	GEC 76 33 REPORT ON DEVELOPMENT ITEMS JUNE 1976	1976	3205
371	GEC 76 34 MONTHLY BUDGET REPORT APRIL 1976	1976	3205
372	GEC 76 35 INTERNAL AUDIT PROGRAMME TO 30 JUNE 1977	1976	3205
373	GEC 76 36 SECURITY STATISTICS	1976	3205
374	GEC 76 37 PROPOSED TRAINING IN THE EXERCISE OF WIDER BANKING POWERS	1976	3205
375	GEC 76 38 GIRO REMITTANCE SERVICES GRS TARIFF INCREASES 1976 – 1977	1976	3205
376	GEC 76 39 DEVELOPMENT OF PAYMENTS BUSINESS	1976	3205
377	GEC 76 40 GIRO REMITTANCE SERVICES GRS MONTHLY BUDGET REPORT MAY 1976	1976	3205
378	GEC 76 41 GT 9 CONFERENCE 1976 MARKETING TOPICS	1976	3205
379	GEC 76 42 WITHDRAWALS ON DEMAND LIMIT	1976	3206
380	GEC 76 43 GRS BUSINESS PLAN 1977 – 1978	1976	3206

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
381	GEC 76 44 BUSINESS ACCOUNTS DRAWING BEYOND CURRENT LEDGERED BALANCE	1976	3206
382	GEC 76 45 OPTIONAL STATEMENTS 9 DIGIT BUSINESS ACCOUNTS	1976	3206
383	GEC 76 46 MODIFICATIONS TO PERSONAL ACCOUNT CHARGES ETC	1976	3206
384	GEC 76 47 WHITE PAPER THE LICENSING AND SUPERVISION OF DEPOSIT TAKING INSTITUTIONS	1976	3206
385	GEC 76 48 REDESIGN OF POSTAL ORDERS	1976	3206
386	GEC 76 49 GIRO REMITTANCE SERVICES GRS CURRENT FINANCIAL RESULTS	1976	3206
387	GEC 76 50 GIRO REMITTANCE SERVICES GRS MONTHLY BUDGET REPORT JULY 1976	1976	3206
388	GEC 76 51 GIRO SHORT AND LONGER TERM FINANCIAL PROSPECTS	1976	3206
389	GEC 76 53 DISCUSSION PAPER ON FUTURE STRATEGY AS IT AFFECTS SHORT TERM PLANNING DECISIONS	1976	3206
390	GEC 76 54 REVIEW OF INVESTMENT	1976	3206
391	GEC 76 55 REPLACEMENT OF INPUT EQUIPMENT	1976	3206
392	GEC 76 56 REMITTANCE SERVICES PROFITABILITY PROSPECTS	1976	3206
393	GEC 76 57 BUSINESS PLAN BASIC ASSUMPTIONS	1976	3206
394	GEC 76 58 ECONOMIC SURVEYS 1976	1976	3206

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
395	GEC 76 59 GIRO REMMITANCE SERVICES GRS MONTHLY BUDGET REPORT JULY 1976	1976	3206
396	GEC 76 60 LOCAL AUTHORITY RENTS GROWTH AND PROFITABILITY PROSPECTS	1976	3206
397	GEC 76 61 GIRO REMMITANCE SERVICES GRS BUSINESS PLAN 1977 - 1978	1976	3206
398	GEC 76 62 AGENCY SERVICES AGREEMENT FOR COUNTER SERVICES	1976	3206
399	GEC 76 63 NATIONAL GIRO ACCOUNTS AT THE BANK OF ENGLAND	1976	3206
400	GEC 76 64 GIRO REMMITANCE SERVICES GRS MONTHLY BUDGET REPORT SEPTEMBER 1976	1976	3206
401	GEC 76 65 RATIONALISATION OF REMITTANCE SERVICES	1976	3206
402	GEC 76 66 TRAVELLER CHEQUES FOREIGN CURRENCY BUREAU DE-CHANGE FACILITIES	1976	3206
403	GEC 76 67 PLANNING AND IMPLEMENTATION OF NEW BANKING FACILITIES	1976	3206
404	GEC 76 68 REPLACEMENT OF INPUT EQUIPMENT	1976	3206
405	GEC 76 69 EXTENSION OF GIRO SERVICES	1976	3206
406	GEC 76 70 REVIEW OF POSTAL ORDER SERVICE	1976	3258
407	DRAFT GEC PAPER BY OMB ON POSTAL ORDERS	1976	1321

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
408	GEC 76 71 PERIOD OF VALIDITY FOR GIROCHEQUES	1976	3206
409	GEC 76 72 DEPOSIT ACCOUNTS FACILITY SPECIFICATION	1976	3206
410	GEC 76 73 GIRO REMMITANCE SERVICES GRS BUDGET REPORT OCTOBER 1976	1976	3206
411	GEC 76 74 REPLACEMENT OF GIROCARD EMBOSSING MACHINES	1976	3206
412	GEC MINUTES 1976 – 1977	1976 – 1977	1006
413	GEC AGENDA AND MINUTES	1977	3207
414	GEC PAPERS	1977	1008
415	GEC 77 01 GRS MONTHLY BUDGET REPORT NOVEMBER 1976	1977	3207
416	GEC 77 02 ACCOUNT STRUCTURING MAJOR COMMERCIAL CUSTOMERS	1977	3207
417	GEC 77 03 PROGRESS REPORT ON THE NORTH WEST CAMPAIGN	1977	3207
418	GEC 77 04 BUDGET ACCOUNTS	1977	3207
419	GEC 77 05 BUDGET ACCOUNTS	1977	3207
420	GEC 77 07 RATIONALISATION OF POSTAL ORDERS	1977	3207
421	GEC 77 08 GENERAL ACCEPTANCE OF CHEQUES AT POST OFFICES	1977	3207
422	GEC 77 09 GRS MONTHLY BUDGET REPORT DECEMBER 1976	1977	3207
423	GEC 77 10 GENERAL ACCEPTANCE OF CHEQUES AT POST OFFICES	1977	3207

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
424	GEC 77 11 NEW MAIN COMPUTER SYSTEM FACILITIES	1977	3207
425	GEC 77 11 NEW MAIN COMPUTER SYSTEM FACILITIES + SUBS	1977	894
426	GEC 77 12 FRAUD CASES FOR QUARTER ENDED 31 DECEMBER 1976	1977	3207
427	GEC 77 13 PERSONAL LOANS MINIMUM CAPITAL VALUE	1977	3207
428	GEC 77 14 PERSONAL LOANS MINIMUM CAPITAL VALUE	1977	3207
429	GEC 77 17 GRS OPERATIONAL PLAN AND BUDGET 1977 - 1978	1977	3207
430	GEC 77 18 CLEARANCE OF BULK CHEQUE DEPOSITS VIA THE CO OPERATIVE BANK	1977	3207
431	GEC 77 19 DISMISSLA POLICY AND CONTROL OF SICK ABSENCE	1977	3207
432	GEC 77 21 THE QUEEN'S SILVER JUBILEE APPEAL	1977	3207
433	GEC 77 24 NEW INPUT SYSTEM DOCUMENT DESIGN	1977	3207
434	GEC 77 25 BRIDGING LOANS - FACILITY SPECIFICATION	1977	3207
435	GEC 77 27 PERSONAL LOANS INTEREST RATES	1977	3207
436	GEC 77 28 FRAUD CASES FOR QUARTER ENDED 31 MARCH 1977	1977	3207
437	GEC 77 29 GUARANTEE CARD USE FOR CASH WITHDRAWALS ABROAD	1977	3207
438	MDGC MINUTES 1977	1977	388

GIRO BOARD		GIRO / NG / GB /	
NO	TITLE	DATES	LOCATION BOX BAY
439	MDGC PAPERS	1977	1064
440	MDGC PAPERS 77 1 – 77 30	1977	5762
441	MDGC PAPERS 77 31 – 77 47	1977	5762
442	MDGC 1977	1977	388
443	MDGC MINUTES AND PAPERS	1977 – 1978	3265
444	MDGC MINUTES 1978	1978	3265
445	MDGC MINUTES	1978	2493
446	MDGC CORRESPONDENCE	1978	2493
447	MDGC PAPERS 1978 1 – 40	1978	1064
448	MDGC PAPERS 1978 41 – 92	1978	1064
449	MDGC 1978	1978	388
450	MDGC PAPERS 1978 1 – 38	1978	5761
451	MDGC PAPERS 1978 39 – 92	1978	5761

SALES REIVEW MEETINGS		GIRO / NG / GB / SR	
NO	TITLE	DATES	LOCATION BOX BAY
1	SALES REVIEW MEETINGS PAPERS 1 TO 6	1973	173
2	SALES REVIEW MEETINGS PAPERS 12– 20	1973	173
3	SALES REVIEW MEETINGS MINUTES	1974	173

HISTORY

In 1973 Professor Glyn Davies (See GIRO / NG / ECR / 39-41) published his academic research into Giro systems which commenced with a historic review of Giro Systems from Haminalsi 2 in Babylon to the Modern National Giro. The Book then concentrated on the development of the Giro system in the UK, reviewing the many discussions in the late 19th and first half of the 20th Century on the possible development of a UK Giro system. The Book finally looks in some detail at the development of national Giro and its first few years of operation.

For pre 1968 information see GIRO / HIST and also for post 1968 information see GIRO / NG / SA and GIRO / NG / BPP

HISTORY

GIRO / NG / H /

NO TITLE

DATES

LOCATION
BOX BAY

HISTORY

1	NATIONAL GIRO BOOK PROF DAVIES	1972 – 1973	3688
2	NATIONAL GIRO BY PROF G DAVIES	1973	753
3	GRS LONDON OFFICE HISTORIC INFORMATION	1969 – 1973	310
4	HISTORY OF GIRO 1965 – 1972	1974	1084
5	LIAISON WITH AUTHORS	1972 – 1974	1710

ICE

ICE was the department for the Inspection of Clerical Establishments and was set up to make proposals on the complements and equipment needed for each of the National Giro's departments. It considered not only the number of the staff but the grades required for each of the departments and how many people should be in each grade. It would also look at specific roles in departments and make recommendations on what grade they should be put on. There are also some papers relating to staffing reviews in Staff Branch (See GIRO/ NG / SB / SR). In 1976 an Organisation and Methods branch was set up which carried out reviews of working practices and methods and made recommendations about staffing levels (See GIRO / NG / B / OMB)

ICE		GIRO / NG / ICE /	
NO	TITLE	DATES	LOCATION BOX BAY
ICE			
1	COMPLEMENTS AND ORGANISATION CHARTS	1969	5597
2	DICE REGRADING OF STAFF IN ODB	1969	4973
3	DICE PTB GRADING OF MACHINE STAFF	1969	4973
4	DICE SMO DUTIES ON DIRECT KEYING	1969	4973
5	DICE INSPECTIONS OF AMB 1	1969	4973
6	DICE REPORT RSD CHESTERFIELD	1969	4973
7	DICE REPORT AOB	1969	4973
8	DICE REPORT PTB	1969	4973
9	DICE REPORT CPB	1970	4974
10	DICE REPORT CSB	1970	4974
11	DICE REPORT ON EXAMINATION OF STANDING ORDER PROCEDURES IN AMB 2 & AMB 3	1970	562
12	DICE REPORT OSB	1970	4974
13	DICE REPORT INVESTMENT DIVISION	1970	4974
14	DICE REPORT AMB 3	1970	4974
15	AD HOC REPORTS SPARE COPIES	1970	4973
16	COMPUTING IN THE POST OFFICE	1970	4958
17	DICE REPORTS AD HOC REVIEWS	1969 – 1971	5597
18	REPORT OCB	1971	4973
19	ANALYSIS OF AMD FEB 1971 COMPLEMENT CURRENT TO 1 APRIL 1971	1971	5597

ICE		GIRO / NG / ICE /	
NO	TITLE	DATES	LOCATION BOX BAY
ICE			
20	REVIEW OF COMPLEMENTS MAY ECONOMY REVIEW	1971	5597
21	DICE REPORT FB – 2	1971	2987
22	COMMENTS OF HEOS ATTACHED TO GIRO NG ICE 22	1971	2987
23	DICE REPORT FB 2	1971	4974
24	DICE REPORT MFB	1971	4974
25	DICE REPORT FB 4	1971	4974
26	DICE REPORT SAB(S) SIB	1971	4974
27	DICE REPORT SALES DIVISION	1971	4974
28	DICE REPORT RSB	1971	4974
29	DICE REPORT PRODUCTIVITY PERFORMANCE INDICES	1972	4974
30	DICE REPORT ORS (AMB 4)	1972	4974
31	DICE REPORT OMO SECTIONS MOB CHESTERFIELD	1972	4974
32	DICE REPORT PHOTOPRINTING GRADES IN NGC RE GRADING	1972	4974
33	TRANSFER OF MOB TO NGC	1972	4963
34	CONTROL GROUPS : WORK MEASUREMENT RELATING TO CONTROL GROUPS IN AMBS 2 3 4 IN CONJUNCTION WITH PA CONSULTANTS	1972	1320

ICE		GIRO / NG / ICE /	
NO	TITLE	DATES	LOCATION BOX BAY
ICE			
35	CLERICAL WORK MEASUREMENT PROGRAMME GENERAL QUERY GROUPS IN AMBS 2 3 4 IN CONJUNCTION WITH PA CONSULTANTS	1972	1321
36	CWM CHANGES GROUPS AMD 2 3 4 IN CONJUNCTION WITH PA CONSULTANTS	1972	1321
37	CWM CLOSURE GROUPS AMD 2 3 4 IN CONJUNCTION WITH PA CONSULTANTS	1972	1321
38	WORK MEASUREMENT RELATING STANDING ORDER GROUPS IN AMB 2 3 4 IN CONJUNCTION WITH PA CONSULTANTS	1972	1320
39	DICE REPORT BSB	1970 – 1973	4973
40	TRANSFER OF MOB TO BOOTLE	1972 – 1973	4963
41	SENIOR MANAGEMENT GRADING AND TITLES	1967 – 1973	4963
42	DICE REPORTS AD HOC INSPECTIONS	1972 – 1973	5596
43	DICE REPORT HQ ADMIN UNIT	1973	4974
44	PROMOTIONS TEMPORARY AND SUPERNUMERARY POSTS	1973	4958
45	OVERSEAS MONEY ORDER BRANCH PROCESSING CLERICAL WORK MEASUREMENT (CWM)	1973	1320
46	OSB DIRECT STREAM WORK MEASUREMENT	1973	1322
47	CWM (CLERICAL WORK MEASUREMENT) AMB 1 GENERAL QUERY GROUPS	1973	1321

ICE		GIRO / NG / ICE /	
NO	TITLE	DATES	LOCATION BOX BAY
ICE			
48	STAFF COMPLIMENTS ISSUED BY DICE CORRESPONDENCE	1971 – 1974	4973
49	DICE REPORT OSB	1970 – 1974	4974
50	DICE REPORT SB	1971 – 1974	4974
51	NGC CATERING SERVICES (37)	1975	4975
52	MD AND IRD (38)	1975	4975
53	MFB (39)	1975	4975
54	TRANSFER OF POB TO BOOTLE (0.33)	1975	4958
55	DHSS PENSIONS THROUGH GIRO SOCIAL SECURITY ACT 1973	1973 – 1975	4958
56	GRS HQ : LONDON (10.55)	1975	5596
57	REVIEW OF DCBs REPORT MR GUY	1969	757
58	MANAGERIAL WORKLOADS IN NGC	1971	757
59	DICE INSPECTIONS 1972 (1)	1972	757
60	AMB 2 O AND M INSPECTION (3)	1969	757
61	STANDARD LETTERS (4)	1969	757
62	AMB 1 (8)	1969	757
63	AD HOC DICE REPORTS 1969 – 1974 (10 – 1-38)	1969 – 1974	757
64	AD HOC DICE REPORTS 1974 – 1975 (10-40 – 10-56)	1974 – 1975	757
65	ODB (13)	1969	757
66	AOB (14)	1969	757

ICE		GIRO / NG / ICE /	
NO	TITLE	DATES	LOCATION BOX BAY
ICE			
67	PTB (15)	1969	757
68	BSB (16)	1969	757
69	CPB (17)	1970	757
70	CSB (18)	1970	757
71	OSB AND IGB (20)	1970	757
72	INVESTMENT DIVISION (21)	1970	757
73	AMB 3 (22)	1970	757
74	FINANCE BRANCH 2 (23)	1971	757
75	MARKETING FINANCE BRANCH (24)	1971	757
76	STUDY GROUP ON SEPARATE ACCOUNTING FOR GRSD	1971	757
77	SECURITY AND AUDIT BRANCH SECURITY (26)	1971	757
78	SALES DIVISION (27)	1971	757
79	READER SORTER BRANCH (28)	1971	757
80	PRODUCTIVITY PERFORMANCE INDICES (29)	1972	757
81	OVERDRAFT RECOVERY SECTION AMB 4 (30)	1972	757
82	MONEY ORDER BRANCH CHESTERFIELD (31)	1972	757
83	PHOTOPRINTING GRADES IN NGC RE GRADING (32)	1972	757
84	HQ ADMINISTRATION UNIT (33)	1973	757

ICE		GIRO / NG / ICE /	
NO	TITLE	DATES	LOCATION BOX BAY
ICE			
85	BUILDING AND SUPPLY BRANCH (34)	1973	757
86	MARKETING CO ORDINATION DIVISION (35)	1974	757
87	STAFF BRANCH (36)	1974	757
88	NGC CATERINGF SERVICES (37)	1975	757
89	MANAGEMENT DEVELOPMENT AND INDUSTRIAL RELATIONS BRANCH (38)	1975	757
90	MARKETING FINANCE BRANCH (39)	1975	757
91	STAFFING REVIEWS RETURNS AND STATISTICS PRE DOCKET ERA PRODUCED BY DICE (SEE GIRO / NG / SB / SR / 45	1970	1528
92	OSB / IGB (40)	1976	4975
93	DCB 2 / ERRT (41)	1976	4975
94	RBB (42)	1976	4975
95	SALES ADMINISTRATION BRANCH SAB (44)	1976	4975
96	DICE	1969 – 1977	3867
97	CIRCULATION OF DICE REPORTS RESTRICTIONS	1977	4973
98	DICE REPORT ON MARKETING	1977	4235
99	DICE REPORT ON PERSONAL LOANS BRANCH MAY 1977	1977	1938
100	MONITORING DPOS IN EOS GROUP (32)	1976 – 1977	4958
101	FLEXIBLE WORKING HOURS (41)	1977	4959

ICE		GIRO / NG / ICE /	
NO	TITLE	DATES	LOCATION BOX BAY
ICE			
102	DICE REPORT CCB (43)	1977	4975
103	NEW INPUT SYSTEM GENERAL (44)	1977	4959
104	CUSTOMER STATIONERY BRANCH (45)	1977	4975
105	GRS / HQ SUPPORT STAFF (47)	1977	4975
106	MARKETING (48)	1977	4975
107	SIB (49)	1977	4975
108	DICE REPORTS AD HOC INSPECTIONS 10 - 31 - 10 - 45	1974 - 1975	5695
109	DICE REPORTS AD HOC INSPECTIONS 10 - 46 - 10 - 57	1975 - 1977	5695
110	AMB 3 (52)	1978	4976
111	STAFF BRANCH (53)	1978	4976
112	AMB 4 (55)	1978	4976
113	ISB (56)	1978	4977
114	OSB STAFFING LEVELS (66)	1978	5595
115	RBB PREPARATION OF CASHCHEQUES CA FUNCTION (67)	1978	5595
116	MFB RENT VOUCHER SCHEME CALCULATION OF RENT PAYMENTS CO DUTY (69)	1978	5595
117	DICE REPORTS	1978	751
118	DPO PROFICIENCY REVISION OF MONITORING SCHEME DD PLANNING PAPERS ICE 0.42 2	1978	4959

INTERNATIONAL SERVICES AND GIRO

The Post Office already had a flourishing set of International Services based on their links with other Postal Administrations across the World. These services included international and through money orders and postcheques as well as a variety of other services. Whilst the Bank of England had authorised the Giro to have delegated powers for exchange control purposes in 1966, it was not until the 1970s that they began to take full advantage of these powers. However as early as 1967 Giro began to get involved in International Postal bodies such as the UPU and CEPT, under the leadership of the Post office. The change in status of the Post Office in 1969 meant that the Giro became involved in altering the International Money Order agreements with foreign administrations to reflect the new status.

Proposals for developing these services and initial contacts had already been made during the planning process and the papers are in GIRO/IS

During the early 1970s the Giro developed its own International Services Department and this began to promote our Services. In particular it and the Public relations Department became involved in a new initiative ESIMOGS (European Study Group on International Marketing of Giro Services) in 1972 and hosted a meeting in London. The early 1970s saw the Giro begin to plan for Britain's entry into the European Economic Community on 1 January 1973. The organisation also carried out a major revamp of its International Literature during 1972 – 1973.

In 2005 a small cache of files emerged relating to the payment of money orders during the two great conflicts of the 20th century. 3 files relate to the First World War (1914 – 1918) and the payment of money orders to neutral countries. A further 7 files related to the role of the Post office Remittance Services during the Second world War (1939 – 1945) and cover a range of issues. A new venture in 1976 was the commencement of the issue of Thomas Cook travellers cheques by the National Giro. The following year plans were instigated to look at the introduction of the a Bureau De Change, convert the Money order service to a National Giro product and the CEPT PO GT 9 meeting was hosted in London. **During 1978 the outward overseas money order services replaced with Girobank International Payments facility.**

EUROCARD

GIRO / NG / IS / E /

NO	TITLE	DATES	LOCATION BOX BAY
1	EUROPEAN GIRO SERVICES FORMS USED IN OUTPAYMENTS SERVICES	1969	1673
2	EUROCARD SCHEME	1969 – 1973	511

CEPT

GIRO / NG / IS / CEPT / WP /

NO	TITLE	DATES	LOCATION BOX BAY
1	PO / GT 5 DUSSELDORF PAPERS	1969	1300
2	PO / GT 5 REPORT OF MEETING AT DUSSELDORF	1969	458
3	PO / GT 5 STUDY NEWSLETTERS NETHERLANDS	1969	461
4	PO / GT 5 CHESTER PART 1 CORRESPONDENCE	1970	1300
5	PO / GT 5 CHESTER PART 2	1970	1300
6	PO / GT 5 MEETING AT CHESTER	1970	457
7	CHESTER PG / GT 5 DE LA CEPT	1970	249
8	CEPT PO / GT 5 CHESTER MEETING	1970	458
9	PO / GT 5 DE LA CEPT DAY TO DAY COPIES	1970	319
10	PO / GT 5 REPORT ON CHESTER MEETING FOR LE HAGUE MEETING IN NOVEMBER	1970	1373
11	PO / GT 5 CHESTER CONFERENCE PROGRAMME 2 COPIES	1970	241 319
12	CEPT PO / GT 5 FUTURE OF THE WORKING GROUP	1970	461
13	CEPT PO / GT 9 BRIEFS FOR P PLUMMER ATTENDING IN OSLO FOLDER B	1970	3224

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
14	CEPT PO / GT 9 OSLO QUESTIONNAIRE AND REPLIES RECEIVED	1970	460
15	PO / GT 9 QUESTIONNAIRE USE OF PO FOR PAYMENT OF PENSIONS ITALY	1970	460
16	PO / GT 9 OSLO MAIN CORRESPONDENCE	1970	460
17	PO / GT 9 OSLO DOCUMENT 1	1970	460
18	PO / GT 9 OSLO DOCUMENT 2	1970	460
19	PO / GT 9 OSLO DOCUMENT 3	1970	460
20	PO / GT 9 OSLO DOCUMENT 4	1970	460
21	PO / GT 9 OSLO AGENDA AND BRIEFS SUMMARY REPLIES TO DOC 1,2 3 & 4	1970	460
22	PO / GT 9 OSLO REPORT ON AGENDA ITEM 5 (1)	1970	460
23	CEPT OSLO	1970	1255
24	PO GT 9 OSLO FOLLOW UP PAPERS	1970	1255
25	PO GT 9 OSLO REPORTS AND ANCILLARY DOCUMENTS	1970	1255
26	REPORT ON PO GT 9 MEETING OSLO	1970	1255
27	CEPT PO GT 9 MEETING OSLO REPORT FRENCH AND ENGLISH VERSIONS	1970	460
28	CEPT PO GT5 REUNION AT SANDEFJORD JUNE 1971 REPORT OF WORKING GROUPS ETC	1971	461
29	CEPT WORKING GROUP PO GT 5 COMPTE RENDU 1968 - 1971	1968 – 1971	671

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
30	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 AGENDA	1971	457
31	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 AGENDA AND PRELIMINARY CORRESPONDENCE	1971	3224
32	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 BRIEFS	1971	3224
33	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 8 POSSIBILITIES FOR REDUCING DELAYS IN REPAYMENT WHEN MONEY ORDERS OR TELEGRAPHIC MONEY ORDERS ARE LOST (FRANCE)	1971	456
34	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 10 SIMPLIFICATION OF PROCEDURES FOLLOWING FAILURE TO CARRY OUT TRANSFERS	1971	459
35	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 12 & 14 STUDY OF POSSIBLE INTERNATIONAL INPAYMENT AND OUTPAYMENT SERVICE	1971	3224
36	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 12 & 14 STUDY OF POSSIBLE INTERNATIONAL INPAYMENT AND OUTPAYMENT SERVICE	1971	456
37	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 12 & 14 STUDY OF POSSIBLE INTERNATIONAL INPAYMENT AND OUTPAYMENT SERVICE	1971	456

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
38	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 12 & 14 STUDY OF POSSIBLE INTERNATIONAL INPAYMENT AND OUTPAYMENT SERVICE	1971	456
39	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 13 ELIMINATION OF SPECIAL CATEGORY TELEGRAMS FOR MONEY ORDERS AND TRANSFERS	1971	456
40	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 15 TARIFFICATION PROBLEMS IN INTERNATIONAL MONETARY SERVICES	1971	456
41	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 16 REASONS FOR NON ACCESSION TO THE UPU MONEY ORDER AGREEMENT	1971	3224
42	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 16 REASONS FOR NON ACCESSION TO THE UPU MONEY ORDER AGREEMENT : COMMENTS ON UK AND USA RESERVATIONS BY OTHER CEPT MEMBERS	1971	456
43	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 16 REASONS FOR NON ACCESSION TO THE UPU MONEY ORDER AGREEMENT : STUDY OF REASONS WHY CERTAIN ADMINISTRATIONS FEEL UNABLE TO ACCEDE TO THE AGREEMENT	1971	456

CEPT	GIRO / NG / IS / CEPT / WP /		
NO	TITLE	DATES	LOCATION BOX BAY
44	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 16 REASONS FOR NON ACCESSION TO THE UPU MONEY ORDER AGREEMENT : STUDY OF REASONS WHY CERTAIN ADMINISTRATIONS FEEL UNABLE TO ACCEDE TO THE AGREEMENT	1971	456
45	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 DOC 17 PRINCIPLE METHODS AND POSSIBLE IMPROVEMENTS IN THE PAYMENT OF PENSIONS BY POST	1971	456
46	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 PROCESS VERBAL AT STOCKHOLM	1971	3224
47	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 REPORT	1971	456
48	CEPT WORKING PARTY PO GT 9 STOCKHOLM 13 – 17 SEPTEMBER 1971 POST MEETING CORRESPONDENCE	1971	456
49	CEPT TRAINING COURSE HAMBURG 15 – 20 MAY 1972	1971 - 1972	458
50	MERGING OF CEPT WORKING GROUPS	1969 – 1972	457
51	CEPT PO GT 5 CONFERENCE AT HELSINKI	1972	459
52	CEPT PO GT 5 CONFERENCE AT HELSINKI ANNEXE	1972	459
53	REPORT FOR POSTAL COMMISSION BRIEF FOR MONTREAUX MEETING 18 – 28 AUGUST 1970	1970 – 1972	459
54	CEPT PO GT 5 15 LECTURE ON OPTICAL CHARACTER RECOGNITION	1972	1375

CEPT	GIRO / NG / IS / CEPT / WP /		
NO	TITLE	DATES	LOCATION BOX BAY
54 A	ISO PAPERS VOL 2 164 – 175 ON OPTICAL CHARACTER RECOGNITION ADOPTION	1971 – 1972	1918
55	CEPT PO GT 5 18 LECTURE ON NEW FINANCIAL SERVICES	1972	1273
56	CEPT PO GT 5 STUDIES = A 1 A ½ A 1/3 A4 A5 A6 B3 D6 E2	1972	461
57	CEPT WORKING GROUP 9 VIENNA MEETING 29 MAY – 3 JUNE REPORT BY UK DELEGATE	1972	3224
58	CEPT WORKING GROUP 9 VIENNA MEETING 29 MAY – 3 JUNE REPORT BY UK DELEGATE	1972	3224
59	TECHNICAL AGREEMENT ON INTERNATIONAL INPAYMENTS AND OUTPAYMENTS	1972	3224
60	CEPT PO GT 9 REPORT OF SUB GROUP TARIFFICATION PO GT DOC 15 VIENNA	1972	3201
61	CEPT PO GT 9 REPORT TO THE HAGUE MEETING 11 – 22 SEPTEMBER VOLUME 1	1972	2262
62	CEPT PO GT 9 REPORT TO THE HAGUE MEETING 11 – 22 SEPTEMBER VOLUME 2	1972	2262
63	PAPERS FROM HAGUE MEETING	1972	3202
64	ACCORD TECHNIQUE FOR VP 13s THE HAGUE MEETING	1972	463
64 A	PAPERS FROM THE HAGUE MEETING 11 – 22 SEPTEMBER	1972	3224

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
65	CEPT ESIMOGS (EUROPEAN STUDY GROUP ON INTERNATIONAL MARKETING OF GIRO SERVICES) POLICY	1972	1702
66	CEPT ESIMOGS	1972	674
67	ESIMOGS CONFERENCE PAPERS	1972	2000
68	ESIMOGS VISIT TO NGC	1972	1702
69	ESIMOGS RESTAURANTS	1972	1702
70	ESIMOGS SUMMARY OF RESULTS	1972	1702
71	ESIMOGS 72 1	1972	1702
72	ESIMOGS 72 2	1972	1702
73	ESIMOGS 72 3	1972	1702
74	ESIMOGS 72 4	1972	1702
75	ESIMOGS 72 5	1972	1702
76	ESIMOGS 72 6	1972	1702
77	ESIMOGS 72 7	1972	1702
78	ESIMOGS 72 9	1972	1702
79	EUROPEAN STUDY GROUP ON INTERNATIONAL MARKETING OF GIRO SERVICES 27 – 28 SEPTEMBER	1972	2000
80	ESIMOG INTERNATIONAL INPAYMENTS OUTWARD	1971 – 1973	1999
81	ESIMOG REPORT	1973	941
82	ESIMOG CONTROLS	1973	2000
82 A	INTERNATIONAL GIRO MEETING CONFERENCE PAPERS ESIMOGS	1972 – 1973	1675

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
82 B	EUROPEAN MARKETING CONFERENCE	1973	1675
83	CEPT ACCORD TECHNIQUE	1972 – 1973	1672
84	AP GT 3 COMPTES HARMONISES	1973	3219
85	CEPT OPTICAL CHARACTER READING SUB GROUP IN STOCKHOLM	1973	1469
86	CEPT PO / GT 9 MADRID 4 – 9 JUNE GEC 73 46	1973	3258
87	CEPT PO / GT 9 MADRID MEETING COPIES OF PAPERS AND BRIEFS	1973	3201
88	REPORT OF PO GT 9 AT LEON FOLLWING MADRID MEETING	1973	3201
89	REPORT OF PO GT 9 AT LEON FOLLWING MADRID MEETING	1973	3201
90	REPORT OF PO GT 9 AT LEON FOLLWING MADRID MEETING	1973	2262
91	REPORT OF PO GT 9 AT LEON FOLLWING MADRID MEETING	1973	2262
92	REPORT OF PO GT 9 AT LEON FOLLWING MADRID MEETING	1973	2262
93	MEETING OF THE SUB GROUP ISSUE OF THE FOREIGN EXCHANGE TO TRAVELLERS OF THE WORKING GROUP PO / GT 9 OF THE CEPT	1973	1672
94	PO GT 5 1973 MEETING NAPLES CANCELLED SMALLPOX	1973	3201
95	PO 5 MEETING ROME SWISS PAPER	1973	3224
96	PO 5 MEETING ROME PAPERS	1973	3224
97	PO GT 5 – PO GT 9 NORMALISATION DES FORMULES BRUSSELLES JUNE	1973	1373

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
98	NOUVELLES PRESTATIONS DES SERVICES FINANCIERS EN FACE DE LA CONCURRENCE BANCAIRE BRUSSELLES OCTOBER	1973	1373
99	COLLECTION DES FORMULES BRUSSELLES PO GT 5 & GT 9	1973	1301
100	INTERNATIONAL RUDESHIEM MEETING 23 – 25 OCTOBER BRIEF ON MEETING AND UK VIEW ALSO GEC 73 83	1973	2005
101	ISO PAPERS VOL 3 54 – 82 ON OPTICAL CHARACTER RECOGNITION ADOPTION	1972 – 1973	1918
102	CEPT PORTS COMMISSION LAS LAS PALMAS MEETING MARCH 1974	1974	1672
103	CEPT REPORT LAS PALMAS MEETING 11 – 21 MARCH 1974	1974	2261
104	CEPT REPORT LAUSANNE MEETING 22 MAY – 5 JULY 1974	1974	2261
105	CEPT PO / GT 5 WORKING PARTY ROME	1974	672
106	CEPT PO / GT 5 WORKING PARTY ROME	1974	672
107	CEPT PO / GT 5 WORKING PARTY ROME	1974	514
108	CEPT PO / GT 5 REPORT AUTOMATION OF POSTAL GIRO SUB GROUP OPTICAL READING : DATA CAPTURE BY NORWAY OSLO APRIL 1974	1974	1375
109	CEPT PO / GT 5 REPORT AUTOMATION OF POSTAL GIRO SUB GROUP OPTICAL READING : DATA CAPTURE BY NORWAY OSLO AUGUST 1974	1974	1375

CEPT	GIRO / NG / IS / CEPT / WP /
NO TITLE	DATES LOCATION BOX BAY
110 CEPT PO / GT 5 OPTICAL READING SUB GROUP INNENGLAND 1974	1974 1469
111 CEPT PO / GT 5 OPTICAL READING SUB GROUP INNENGLAND 1974 CORRESPONDENCE AND PAPERS	1974 1469
112 OCR TECHNIQUES FOR CEPT BULLETINS	1974 1673
113 CEPT PO / GT 9 MARLOW MEETING	1974 1674
114 CEPT PO / GT 9 MARLOW MEETING	1974 1674
115 CEPT PO / GT 9 MARLOW MEETING REPLIES TO QUESTIONNAIRE ON LIABILITY FRENCH	1974 1674
116 CEPT PO / GT 9 MARLOW MEETING REPORT FOR MEETING ON EXTENSION OF RESPONSIBILITY	1974 1773
117 CEPT SPANISH PO / GT 9 PAPER ON COUNTERFEIT MPI S FOR ISTANBUL	1974 1255
118 CEPT PO / GT 9 MEETING ISTANBUL	1974 1672
119 CEPT PO / GT 9 MEETING ISTANBUL	1974 1672
120 CEPT PO / GT 9 MEETING ISTANBUL MINUTES	1974 1672
121 CEPT PO / GT 9 OSLO MEETING GUARANTEED CHEQUE	1974 514
122 CEPT PO / GT 9 RUDESHEIM MEETING GUARANTEE CARD PROPOSAL	1974 1672
123 MR JACKSON CEPT PO / GT PAPERS	1974 1375
124 MR JACKSON CEPT PO / GT PAPERS PART 2	1974 1375
125 INTERNATIONAL CASH PAYMENTS CEPT PO / GT 9	1972 – 1974 2005

CEPT	GIRO / NG / IS / CEPT / WP /		
NO	TITLE	DATES	LOCATION BOX BAY
126	CASH PAYMENTS FOR TRAVALLERS CEPT PO / GT 9 ISTANBUL / OSLO	1974	2005
127	ISSUE OF CURRENCY TO TRAVELLERS MARLOW CEPT PO / GT 9	1974	2006
128	INTERNTAIONAL CASH WITHDRAWAL FACILITIES RESEARCH PAPERS FOR UK PO GT 9 PAPER	1974	2006
129	CEPT PO / GT 9 MARLOW MISCELLANEOUS ARRANGEMENTS AUGUST 1974	1974	319
130	REPORT OF SUB GROUP ON FORMS THE HAGUE DOSC 12 – 14 / 1	1974	3219
131	CEPT COMPARATIVE STATEMENT 1966 – 1975	1975	1255
132	CEPT MEETING THE HAGUE 02 1975 2 COPIES	1975	1373 3219
133	CEPT PO GT 9 QUESTIONAIRE NETHERLANDS ON SERVICES FOR TRAVELLERS	1975	474
134	CEPT MEETING MALAGA - TORREMOLINOS 04 1975 PLENARY PAPERS	1975	1301
134A	CEPT MEETING MALAGA - TORREMOLINOS 04 1975 PLENARY MINUTES	1975	513
135	CEPT MEETING MALAGA - TORREMOLINOS 04 1975 PLENARY PAPERS INC BRIEF FOR DDA'S VISIT TO D OF I AND MINUTES OF THE MEETING	1975	514
136	CEPT MEETING MALAGA - TORREMOLINOS 04 1975 REPORT OF PO GT 9	1975	514

CEPT		GIRO / NG / IS / CEPT / WP /		
NO	TITLE	DATES	LOCATION	
			BOX	BAY
137	CEPT MEETING MALAGA - TORREMOLINOS 04 1975 POSTAL PAPERS	1975	1374	
138	CEPT MEETING MALAGA - TORREMOLINOS 04 1975 APPLICATION OF RECOMMENDATION QUESTIONNAIRE	1975	474	
139	CEPT MEETING MALAGA - TORREMOLINOS 04 1975 COMMISSION POSTES	1975	1373	
140	CEPT MEETING MALAGA - TORREMOLINOS 04 1975 REPORT OF PO GT 9	1975	1376	
141	CEPT MEETING STOCKHOLM 05 1975 PO GT 5 REPORT	1975	1376	
142	CEPT MEETING STOCKHOLM 05 1975 PO GT 5 PAPERS	1975	474	
143	CEPT PO GT 9 LUXEMBOURG HARMONISATION OF RATE CHARGE FOR MONETARY ARTICLES BY THE ISSUING ADMINISTRATIONS	1975	6712	
144	CEPT PO GT 9 LUXEMBOURG HARMONISATION OF RATE CHARGE FOR MONETARY ARTICLES BY THE ISSUING ADMINISTRATIONS PT 2	1975	6712	
145	CEPT PO GT 9 LUXEMBOURG HARMONISATION OF RATE CHARGE FOR MONETARY ARTICLES BY THE ISSUING ADMINISTRATIONS PAPERS	1975	2011	
146	CEPT PO GT 9 LEON 09 1975 REPORT AND PAPERS	1975	1672	
147	CEPT PO GT 9 MEETING BERLIN 10 1975 MINUTES	1975	1373	

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
148	CEPT PO GT 9 MEETING BERLIN 10 1975 PAPERS FILE 2	1975	1301
149	CEPT PO GT 9 MEETING BERLIN 10 1975 GUARANTEED CHEQUE	1975	1375
150	CEPT PO GT 9 MEETING BERLIN 10 1975 REPLY TO QUESTIONNAIRES	1975	463
151	CEPT PO GT 9 MEETING BERLIN 10 1975 HARMONISATION OF TMO AGREEMENTS	1975	1374
152	ESGIMOGS MEETINGS AND FOLLOW UPS	1973 – 9175	1989
153	PREPARATION FOR PO / GT 9 MEETING AT BERLIN 09 1975	1975	512
154	BERLIN MINUTES CEPT MEETING	1975	510
155	CEPT WORKING PARTY GROUP PO / GT 5 STOCKHOM 1975	1975	673
155AGT 5	REPORT THE HAGUE	1975	1373
156	MEETING OF GT 9 SUB GROUP ENCASHMENT FACILITIES FOR TRAVELLERS BOPPARD	1976	511
157	PO GT5 OPTICLA READINGS SUB GROUP STOCKHOLM	1976	2261
158	CEPT WORKING GROUP PO GT 5 VIENNA PAPERS	1976	673
159	PO GT 5 SUB GROUP OPTICAL READING	1976	474
160	CEPT GT 5 UNITED STATES QUERY ELECTRONIC FUNDS TRANSFER SYSTEM	1976	499
161	CEPT GT 5 MEETING VIENNA PAPERS 14 – 17 SEPTEMBER 1976	1976	499

CEPT	GIRO / NG / IS / CEPT / WP /		
NO	TITLE	DATES	LOCATION BOX BAY
162	CEPT PO GT 9 THE HAGUE OFFICIAL PAPERS AND TRANSLATIONS	1976	474
163	CEPT PO GT 9 MINUTES OF THE HAGUE CONFERENCE OCTOBER 1976	1976	1374
164	CEPT PO GT 9 THE HAGUE CORRESPONDENCE AND WORKING PAPERS	1976	499
165	PROGRAMME MENUS ETC FOR PO GT 9 THE HAGUE 6 – 12 OCTOBER 1976	1976	319
166	GT 9 STUDY GROUP COMPARATIVE MONEY ORDERS AND GIRO SYSTEMS	1976	2010
167	GT 9 REPORT ON THE PROMOTION REGULATION AND USE OF POSTAL FINANCIAL SERVICES	1976	2262
168	CREATION OF DATALINKS FOR INTERNATIONAL GIRO SERVICES PO GT 9 – 21	1976	463
169	GT 5 REPORT ON THE AUTOMATION AND MECHANISATION OF POSTAL FINANCIAL SERVICES	1976	3219
170	GT 5 REPORT ON THE AUTOMATION AND MECHANISATION OF POSTAL FINANCIAL SERVICES	1976	3219
171	GT 5 REPORT ON THE AUTOMATION AND MECHANISATION OF POSTAL FINANCIAL SERVICES	1976	3219
172	GT 5 REPORT ON THE AUTOMATION AND MECHANISATION OF POSTAL FINANCIAL SERVICES	1976	3219
173	GT 5 REPORT ON THE AUTOMATION AND MECHANISATION OF POSTAL FINANCIAL SERVICES	1976	3219

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
174	PO GT 9 GLOSSARY OF TERMS AND EXPRESSIONS IN THE FINANCIAL SERVICES	1976	1697
175	CEPT GT 9 PARIS MEETING	1976	462
176	REMINDERS REGARDING LATE ACCOUNTS	1976	1250
177	CEPT GT 5 REPORT HAGUE	1975	3208
178	CEPT GT 5 AUTOMATION AND MACHANISATION OF POSTAL MONEY SERVICES	1976	1373
179	CEPT GT 5 OPTICAL READING	1976 – 1977	3954
180	CEPT GT 5 REPORT HAGUE	1977	2261
181	CEPT GT 5 AUTOMATION AND MACHANISATION OF POSTAL MONEY SERVICES CO ORDINATION	1977	673
182	CEPT GT 5 MEETING BRUSSELS PAPERS	1977	1470
183	CEPT GT 5 MEETING BRUSSELS REPORT	1977	1470
184	CEPT GT 5 MEETING BRUSSELS REPORT	1977	1470
185	CEPT GT 9 STOCKHOLM REPORT	1977	3219
186	CEPT GT 9 THE HAGUE FEBRUARY 22 – 25	1977	512
187	CEPT GT 9 FRAUD MADRID MEETING	1977	510
188	CPT GT 9 LONDON MEETING 3 – 8 OCTOBER	1977	516

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
189	CEPT GT 9 MEETING OCTOBER LONDON	1977	3954
190	CEPT GT 9 MEETING OCTOBER DELEGATES FILE	1977	320
191	CEPT GT 9 MEETING OCTOBER FUNCTIONS FILE	1977	320
192	CEPT GT 9 MEETING OCTOBER PROGRAMME	1977	319
192	CEPT GT 9 MEETING OCTOBER PROGRAMME INC PHOTOGRAPHS AND MINITURE PROGRAMME	1977	319
193	CEPT GT 9 MEETING OCTOBER DRAFT PAPERS FOR MD / NGC	1977	3954
194	CEPT GT 9 MEETING OCTOBER SPOUSES PROGRAMME	1977	319
195	CEPT GT 9 MEETING OCTOBER VISIT TO HAMPTON COURT 2 OCTOBER	1977	320
196	CEPT GT 9 MEETING OCTOBER MANSOIN HOUSE VISIT 6 OCTOBER	1977	320
197	CEPT GT 9 MEETING OCTOBER UK DINNER 7 OCTOBER	1977	319
198	CEPT GT 9 MEETING OCTOBER INTERPRETERS	1977	319
199	CEPT GT 9 MEETING OCTOBER TRANSLATION FACILITIES	1977	319
200	CEPT GT 9 MEETING OCTOBER FRENCH RECEPTIONS	1977	319
201	CEPT GT 9 MEETING OCTOBER PICCADILLY FILE	1977	320
202	CEPT GT 9 MEETING OCTOBER TRANSPORT FILE	1977	320

CEPT		GIRO / NG / IS / CEPT / WP /	
NO	TITLE	DATES	LOCATION BOX BAY
203	CEPT GT 9 MEETING OCTOBER BILLS	1977	319
204	CEPT PO GT 1 REPORT	1977	3208
205	CEPT AG GT 2 REPORT	1977	3208
206	CEPT AP GT 3 REPORT	1977	3208
207	CEPT PO GT 3 REPORT	1977	3208
208	CEPT PO GT 4 REPORT	1977	3208
209	CEPT STOCKHOLM PAPERS	1977	3166
210	EUROPEAN STUDY GROUP ON INTERNATIONAL MARKETING OF GIRO SERVICES PAPERS	1972 – 1977	6641
211	CEPT PLENARY SESSION STOCKHOLM PART 1	1977	510
212	CEPT PLENARY SESSION STOCKHOLM PART 2	1977	510
213	MINUTES HAMBURG MEETING 24 – 26 MAY 1976	1976	512
214	CEPT PO GT 5 REPORT STOCKHOLM FEBRUARY 1978	1978	2001
215	CEPT PO GT 5 REPORT STOCKHOLM FEBRUARY 1978	1978	2001
216	CEPT PO GT 5 REPORT STOCKHOLM FEBRUARY 1978 TO LA HAGUE APRIL 1978	1978	2001
217	CEPT PO GT 5 REPORT STOCKHOLM FEBRUARY 1978 TO LA HAGUE APRIL 1978	1978	1470

CEPT	GIRO / NG / IS / CEPT / WP /
NO TITLE	DATES LOCATION BOX BAY
218 CEPT PO GT 5 REPORT STOCKHOLM FEBRUARY 1978 TO LA HAGUE APRIL 1978	1978 1470
219 CEPT MEETING THE HAGUE 1978	1978 1470
220 CEPT PO GT 5 THE HAGUE APRIL 1978	1978 675
221 CEPT PO GT 5 THE HAGUE APRIL 1978 REPORT	1978 2001
222 CEPT PO GT 9 ROME OCTOBER 1978 FRENCH PROPOSAL TO AMEND UPU AGREEMENTS ON POSTCHEQUES	1978 1374
223 CEPT PO GT 9 ROME OCTOBER 1978 PROPOSALS TO AMEND THE MO AND GIRO AGREEMENTS	1978 1374
224 CEPT PO GT 9 ROME OCTOBER 1978 REPORT OF SUB GROUP GT 9 2	1978 1998
225 CEPT PO GT 9 ROME OCTOBER 1978 CEPT TRAVELLERS CHEQUES	1978 1374
226 CEPT PO GT 9 ROME OCTOBER 1978 FINAL MINUTES	1978 1374
227 CEPT PO GT 5 SUB GROUP OPTICAL READING	1978 673
228 CEPT PO GT 5 QUESTIONNAIRE ON POSTCHEQUE CODELINES	1978 3954

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
1	STREAMLINED MO SERVICE PROPOSAL REDUCE COSTS ETC	1969	1250
2	NEW MONEY ORDER ARRANGMENTS POSTY CORPORATION STATUS	1969	1251
3	SIGNATORIES OF OVERSEAS MONEY ORDER AGREEMENTS AND MATTERS STEMMING FROM CORPORATION STATUS	1969	1251
4	LIST OF COUNTRIES WITH WHOM THE UK OPERATES MO SERVICES OUTSIDE OF THOSE WITHIN THE UPU AND MO STATS FOR 1968 - 1969	1968 - 1969	1254
5	MONEY ORDERS - RELATIONS WITH FORIEGN COUNTIRES	1969	462
6	CORRESPONDENCE WITH ARGENTINA	1968 - 1969	1676
7	CORRESPONDENCE WITH RUMANIA	1969	1675
8	WESTERN UNION PROJECTED TERMINATION OF AGREEMENT	1969 - 1970	1242
9	WESTERN UNION TELEGRAPH COMPANY MONEY ORDER OPERATION CHANGE OF ADDRESS FROM NEW YORK TO CINCINNATI OHIO	1969 - 1971	1242
10	WESTERN UNION STRIKE	1971	1242
11	MINUTE FROM MR CLARKE (TO DUTY) ON PROCEDURE FOR PAYMENT OF ORDERS BY WESTERN UNION	1971	1242
12	WESTERN UNION DELIVERY PROCEDURE	1971	1242
13	WESTERN UNION TELEGRAPH COMPANY REVISIONS OF 1924 INDENTURE	1963 - 1971	1242

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
14	OVERSEAS REMITTANCE SERVICES	1971 – 1972	515
15	OVERSEAS MONEY ORDER SERVICES METHODS USED FOR DEALING WITH ORDINARY, THROUGH AND TELEGRAPH ORDERS	1972	515
16	FUTURE ARRANGEMENTS FOR OVERSEAS TELEGRAPHIC MONEY ORDERS DISCUSSIONS WITH ETE ETC	1970 – 1972	457
17	POSSIBILITY OF INTRODUCING POSTAL ORDERS (TO REPLACE PRESENT POS AND MOS) ON CANADIAN LINES	1972	1250
18	WESTERN UNION DELAY IN DEALING WITH CORRESPONDENCE – ADMIN LETTERS	1966 – 1973	1242
19	OVERSEAS MONEY ORDER SERVICE AND THE UPU	1971 – 1973	515
20	LIST OF OMOS AGREEMENTS BY COUNTRY	1967 – 1973	1251
21	MONEY ORDER SERVICES - BANGLADESH	1972 – 1974	1676
22	BANGLADESH CORRESPONDENCE - BANGLADESHI LEAFLET ON MONEY ORDER PROCEDURES	1973 – 1974	1676
23	OVERSEAS MONEY ORDER LIMITS CORRESPONDENCE WITH SPAIN	1972 – 1974	1674
24	OVERSEAS REMITTANCE SERVICE SETTLEMENTS (DIRECT ACCOUNTING)	1973 – 1974	1674
25	OVERSEAS MONEY ORDER CHARGING	1974	8308
26	OVERSEAS MONEY ORDER SERVICE PROPOSED CHANGES TO	1974	515

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
27	FORGED MONEY ORDERS	1974	410
28	PROPOSAL TO INTRODUCE A MONEY SERVICE TO THE AFARS AND ISSAS	1975	474
29	NETHERLANDS ANTILLES - CESSATION OF MONEY ORDER SERVICE	1974 – 1975	463
30	POSTAL ORDER SERVICE WITH BANGLADESH	1975	1675
31	BERMUDA TERMINATION OF SERVICE	1974 – 1975	463
32	SALE OF CANADIAN MONEY ORDERS AT CFPO 5051	1975	463
33	FORGED CANADIAN MONEY ORDERS	1975	463
34	POSTAL TRAVELLERS CHEQUES SERVICE TO GERMANY	1975	474
35	REQUEST TO RESUME MONEY ORDER SERVICE WITH LIBERIA	1975	474
36	GIRO SERVICES WITH TUNISIA	1974 – 1975	474
37	USA FEDERAL HOME LOAN BANK BOARD	1974 – 1975	413
38	FORMAL NOTICE OF TERMINATION FROM WESTERN UNION OF THE TERMINATION OF THE SERVICE	1975	1242
39	TERMINATION OF THE TMO SERVICE WITH WESTERN UNION	1975	463
40	MONEY ORDERS	1975	6099
41	OVERSEAS TELEGRAPH MONEY ORDERS	1975	386
42	TRANSFER OF SETTLEMENTS WITH OVERSEAS ADMINISTRATIONS FOR POs / MOs TO GRS	1975	358

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
43	REMITTANCE SERVICES STUDY GROUP REVIEW OF MONEY ORDER BRANCH OUTWARDS SECTION	1975	6095
44	TIMES TAKEN IN PERFORMING VARIOUS TYPES OF MONEY ORDER WORK (EMPTY FILE)		1250
45	TRANSFER OF SETTLEMENTS FROM PFD TO GRS	1975	1250
46	WITHDRAWAL OF MONEY ORDER WORK	1975	413
47	RE IMBURSEMENT OF LOST TMOS CEPT PO GT 9 STUDY PAPERS	1975	2010
48	MONEY ORDERS : PROBLEMS CONCERNING THE REPLACEMENT OF DOCUMENTS LOST AFTER PAYMENT THE DURATION OF VALIDITY AND THE MENTION OF PERSONAL PAYMENT ONLY	1975	463
49	MONEY ORDERS (HISTORY OF)	1973 – 1975	6100
50	REMITTANCE SERVICES WARETIME ARRANGEMENTS THE GREAT WAR 1914 – 1918 MONEY ORDERS FOR NEUTRAL COUNTRIES	1915 – 1916	1243
51	REMITTANCE SERVICES WARETIME ARRANGEMENTS THE GREAT WAR 1914 – 1918 MONEY ORDERS FOR NEUTRAL COUNTRIES	1916	1243
52	REMITTANCE SERVICES WARETIME ARRANGEMENTS THE GREAT WAR 1914 – 1918 MONEY ORDERS FOR NEUTRAL COUNTRIES	1916 – 1917	1243
53	REMITTANCE SERVICES WARETIME ARRANGEMENTS	1939 – 1942	1243
54	INDEX TO 1939 – 1945 WAR FILE		1243

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
55	CHANGES IN TREATMENT OF OVERSEAS MONEY ORDERS OWING TO WAR 1939 – 1945	1939 – 1945	1243
55	POSTAL ORDER REMITTANCES TO NAVAL PERSONNEL	1944 – 1945	1243
56	COD TRADING WITH THE ENEMY POST OFFICE EXEMPTIONS	1940 – 1941	1243
57	CHILDREN'S OVERSEAS RECEPTION BOARD PERMIT SCHEME FOR REMITTANCES TO EVACUEES	1939 – 1943	1243
58	POS PAID BY AIR FORCES COMMANDS OVERSEAS	1942 – 1945	1243
59	MONEY ORDERS INCREASED COMMISSION RATE TO 2% A – G	1975	515
60	MONEY ORDERS INCREASED COMMISSION RATE TO 2% H – Q	1975	515
61	MONEY ORDERS INCREASED COMMISSION RATE TO 2% R – Z	1975	515
62	OVERSEAS TELEGRAPH MONEY ORDER SERVICE SUGGESTED REPLACEMENT SERVICE	1975	499
63	WITHDRAWAL OF THROUGH MONEY ORDER SERVICES FROM FRANCE	1975	512
64	THROUGH SERVICE TUNISIA - PORTUGAL AND OTHER CORRESPONDENCE WITH TUNISIA	1975	512
65	COMMISSION RATES MOROCCO	1975	512
66	SOUTH AFRICA – CHANNEL ISLES THROUGH SERVICES	1975	512
67	BRITISH OVERSEAS POSTAL ORDER SERVICE HEADS OF ARRANGEMENTS	1976	1321

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
68	LETTER TO OVERSEAS ADMINISTRATIONS ON HIGHER COMMISSION RATES 5%	1976	463
69	MONEY ORDERS INCREASE IN COMMISSION TO 5% OR 3 GOLD FRANCS	1976	1320
70	NEW APPLICATION / DECLARATION FORM FOR OVERSEAS MONEY ORDERS P 810 B	1976	511
71	REQUEST FOR 1975 STATISTICS FROM GERMAN GIRO SERVICE	1976	499
72	PROPOSED STANDARD GIROCHEQUE SERVICE WITH ALGERIA	1976	1992
73	TRANSFERS FUNDS TO AUSTRIA	1976	511
74	ALTERNATIVE SYSTEM OF ADVISING CANADA	1976	1250
75	REVIEW OF THROUGH COMMISSION EIRE ISLE OF MAN JERSEY	1976	1320
76	UNITED KINGDOM – IRISH REPUBLIC POSTAL ORDER CASHING ALLOWANCE	1976	1321
77	THROUGH MONEY ORDER SERVICE HOLLAND	1976	474
78	ITALY TELEX TRANSFER SERVICE	1976	1987
79	REVISION OF MONEY ORDER AGREEMENT AND DETAILED REGULATIONS WITH JAPAN	1976	499
80	PROPOSED NEW ZEALAND CASHCHEQUES SERVICE	1976	1993
81	RE INTRODUCTION OF POSTAL SERVICE WITH NIGERIA	1976	463
82	BRITISH OVERSEAS POSTAL ORDERS RE INTRODUCTION OF SERVICE TO NIGERIA	1976	474

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
83	INTERNATIONAL MONEY ORDERS FROM NORWAY	1976	462
84	PHILLIPINES REQUEST MONEY ORDER SERVICE	1976	511
85	NEW REPUBLIC OF CAPE VERDE REQUESTS MO SERVICE	1976	511
86	SURINAM CASHCHEQUE AND CROSSED GIROCHEQUE SERVICE	1976	1987
87	OVERSEAS TELEGRAPHIC MONEY ORDER SERVICE	1975 – 1977	2008
88	FUTURE OF THE OVERSEAS MONEY ORDER SERVICE IN AND OUT	1973 – 1977	2008
89	MONEY ORDER FORECAST UNIT COSTS OPB PLAN 1976 – 1977 REVISED APPORTIONMENT OF COSTS	1976 – 1977	1320
90	MOGQ UNIT COSTS	1977	1250
91	CLOSURE OF THE MONEY ORDER SERVICE ACTION PLAN	1977	3208
92	PORB PAPER MONEY ORDER WORK PROPOSED CHANGES	1977	2987
93	GIRO ISING OF MONEY ORDERS SUB AND MAIN ACCOUNTS COMMITTEE MINUTES AND PAPERS	1977	2986
94	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDICIES AND SUMMARY	1977	2986
95	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDIX A OVERSEAS – ORD – OUTWARD	1977	2986

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
96	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDIX B OVERSEAS - ORD - INWARD	1977	2986
97	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDIX C OVERSEAS – TELEGRAPH - OUTWARD	1977	2986
98	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDIX D OVERSEAS – TELEGRAPH - INWARD	1977	2986
99	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDIX E INTERNATIONAL TRADE CHARGE ITCMO IMPORT PARCELS / PACKETS	1977	2986
100	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDIX EE INTERNATIONAL TRADE CHARGE EXPORT	1977	2986
101	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDIX F INLAND TRADE CHARGE	1977	2986
102	GIRO ISING OF MONEY ORDER SERVICE ACCOUNTING / RECONCILIATION SUB COMMITTEE APPENDIX G INLAND TELEGRAPH	1977	2986
103	GIRO ISATION OF MONEY ORDERS DOUBLE ENTRY PROPOSALS	1977	2986
104	MONEY ORDER HISTORY OF	1969 – 1977	6099

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
105	DESIGN OF UK POSTCHEQUE AND OUTLIONE OF USE ABROAD	1976 – 1977	2005
106	THOMAS DE LA RUE DESIGNS ATTACHED TO FILE 105	1977	2005
107	INWARD MOS TO BRITISH ISLES CONVERSION FROM MONEY ORDERS TO GIROCHEQUES OVERALL PROGRESS REPORT / ACTION TAKEN / GENERAL PROCEDURES CONCERNING FOREIGN USE OF GIROCHEQUES AND LIST OF ACCOUNTS HELD BY OVERSEAS ADMINISTRATIONS	1976 – 1977	2012
108	REDESIGN OF POSTCHEQUE FILE 2	1977	2005
109	FRENCH ADMINSTRATION GIROCHEQUE ORDER CONDITIONS OF SERVICE	1976 – 1977	1993
110	FRANCE INWARD TELEGRPHIC MONEY ORDERS REPLACEMENT BY GIROCHEQUES AT NGC	1977	1993
111	REDESIGN OF POSTCHEQUES FRENCH STANDARDISATION OF DESIGN UK NL F	1977	1990
112	LIBERIA USE OF POSTAL ORDERS	1977	516
113	TURKISH FEDERATED STATE OF CYPRUS	1977	512
114	YEMEN POSTAL ORDER PROFITABILITY	1977	1321
115	STATUTORY INSTRUMENTS CORRESPONDENCE ETC AND COPIES OF SUPERSEDED INSTRUMENTS FOR MONEY ORDERS (SEE GIRO / NG / SEC / 48)	1904 – 1977	1251
116	MONEY ORDER SERVICES CONVERSON TO GIRO	1978	6189

MO		GIRO / NG / IS / MO /	
NO	TITLE	DATES	LOCATION BOX BAY
117	GIROCHEQUE SERVICES AVAILABLE TO FOREIGN ADMINISTRATIONS	1975 – 1978	1059
118	AUSTRIAN GIRO GIROCHEQUE ORDER	1976 – 1978	1991
119	BELGIUM GIROCHEQUES	1977 – 1978	1988
120	FRANCE GIROCHEQUE ACCOUNT	1975 – 1978	1990
121	GERMANY GIROCHEQUE ACCOUNT	1976 – 1978	1989
122	GERMAN GIRO GIROCHEQUE USE	1973 – 1978	1989
123	SOUTH AFRICA MONEY ORDERS / GIROCHEQUES	1976 – 1978	1985
124	REPLACEMENT OF TRADE CHARGE MONEY ORDERS BY INPAYMENTS @ POST OFFICE COUNTERS	1978	1320
125	MONEY ORDER PROFITABILITY 1976 / 1977 & 1977 / 1978 SEPTEMBER REVIEW 1976	1975 – 1978	1320
126	CANADIAN MONEY ORDERS CLAIMED ON DDR EXISITNG SYSTEM / NIS	1978	1320
127	REMITTANCE SERVICES PROPOSALS TO CONVERT MONEY ORDERS TO GIRO INPAYMENT SERVICES MINUTES (SEE GIRO / NG / RS / 11)	1977 – 1978	816

PTT		GIRO / NG / IS / PTT /	
NO	TITLE	DATES	LOCATION BOX BAY
	EUROPEAN PTT MEETINGS	1970	510
2	CZECHOSLOVAKIA QUESTIONNAIRE	1970	1676

PTT		GIRO / NG / IS / PTT /	
NO	TITLE	DATES	LOCATION BOX BAY
3	INTERNATIONAL GIRO OUTPAYMENTS VP 13	1973 – 1974	2007
4	VP 13 PAPERS	1976	2007
5	GIRO IN EUROPEAN COUNTIRES	1969 - 1977	
UPU CONGRESS PAPERS		GIRO / NG / IS / UPUC /	
NO	TITLE	DATES	LOCATION BOX BAY
1	TOKYO CONGRESS PROPOSALS CONCERNING THE MONEY ORDER AGREEMENTS	1969	1254
2	AS ABOVE GRAPHS, STATISTICS AND ANCILLARY MATTERS	1969	1254
3	AS ABOVE MODIFICATIONS TO ENCOURAGE UK TO SIGN MONETARY MATTERS	1969	1254
4	LUXEMBURG PROPOSAL TO AMEND ARTICLE 128.5 (B) OF THE DETAILED REGULATIONS TO THE UPU POSTAL CONVENTION	1969	1254
5	STANDARDISATION OF THE FIRST ARTICLES OF THE VARIOUS UPU AGREEMENTS BERNE CONVENTION	1970	1255
6	UPU QUESTION OF UK ADHERANCE TO MONETARY ARTICLES AGREEMENT INVITATION TO BE OBSERVED ON EC 8 MAY 1971	1971	461
7	UPU CONVENTION	1971	1675
8	MEETING OF THE EXECUTIVE COMMITTEE COUNCIL OF UPU IN BERNE MAY 11 – 12 1971	1971	1676

UPU CONGRESS PAPERS

GIRO / NG / IS / UPUC /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
9	MEETING OF THE EXECUTIVE COMMITTEE COUNCIL OF UPU IN BERNE MAY 11 – 12 1971	1971	3223	
10	MEETING OF THE EXECUTIVE COMMITTEE COUNCIL OF UPU IN BERNE MAY 11 – 12 1971	1971	3223	
11	MEETING OF THE EXECUTIVE COMMITTEE COUNCIL OF UPU IN BERNE MAY 11 – 12 1971 REPORT	1971	1673	
12	MEETING OF THE EXECUTIVE COMMITTEE OF UPU IN BERNE MAY 1973 PAPERS	1973	3219	
13	PAPERS RE RESOLUTION C 87	1973	3223	
14	LAUSANNE CONGRESS REPORT OF UK DELEGATION	1974	1773	
15	LAUSANNE CONGRESS DETAILED PROPOSALS	1974	1773	
16	LAUSANNE CONGRESS COMMITTEE MONETARY ARTICLES	1974	1773	
17	LAUSANNE CONGRESS MISCELLANEOUS PAPERS	1974	1773	
18	LAUSANNE CONGRESS REPORT	1974	1672	
19	INDEX OF DECISIONS FROM PARIS CONGRESS 1947 – LAUSANNE 1974	1974	3208	
20	UPU RELATIONS WITH THE POST OFFICE (GIRO)	1974	1675	
21	UPU JOURNAL REPORT ON 100 TH CELEBRATIONS OF UPU	1974	2261	
22	REPORT ON THE WORK OF THE UNION 1977	1977	3155	

UPU CONGRESS PAPERS

GIRO / NG / IS / UPUC /

NO	TITLE	DATES	LOCATION BOX BAY
23	ANNUAL REPORT ON THE SITUATION OF THE POSTAL SERVICES	1978	3155
24	REPORT ON THE WORK OF THE UNION	1978	3155

UPU PAPERS

GIRO / NG / IS / UPU / P /

NO	TITLE	DATES	LOCATION BOX BAY
1	UPU TOKYO AGREEMENTS ON MONEY ORDER, COD AND GIRO AS REPORTED TO CEPT PO GT 9 IN OSLO	1970	461
2	VACABULAIRE POLYGLOTTE 3 RD EDITION	1970	461
3	INTERNATIONAL BIBLIOGRAPHY PERIODIC LISTS PUBLISHED BY FOREIGN ADMINISTRATIONS	1970	1674
4	AN UPDATED BRIEF DIFFERENCES BETWEEN UK AND UPU SYSTEMS	1962 – 1970	1255
5	LIST OF UPU PUBLICATIONS	1970	1255
6	FILE OF EUROPEAN DECREES FORMING GIRO SYSTEMS	1925 – 1970	3211
7	CCPS QUESTIONNAIRE GENERAL SURVEY OF GIRO SYSTEMS (INT) (STUDY A / 106) PART 1 & 2	1969 - 1971	457
8	CCPS STUDY OF COUNTER MACHINES	1971	457
9	UPU EXERCISE AUGUST 1971	1971	3223
10	COMMONWEALTH POSTAL CONFERENCE RE UPU MONEY ORDER AGREEMENTS	1971	1675

UPU PAPERS		GIRO / NG / IS / UPU / P /	
NO	TITLE	DATES	LOCATION BOX BAY
11	UPU CONSTITUTION ADDITIONAL PROTOCOL	1971	3468
12	UPU CONVENTION	1971	3468
13	UPU CONVENTION	1971	3468
14	REPORT OF THE WORK OF THE UNION 1971	1971	1676
15	INTERNATIONAL GENERAL MEMBER COUNTRIES OF THE UPU AND THEIR OPERATIONS OF SERVICES : LIST OF MEMBERS MARCH 1971	1971	458
16	LIST OF UPU MEMBERS OCTOBER 1971	1971	3223
17	CONSIDERATION OF ACCESSION TO UPU MONEY ORDER AGREEMENTS 1 TARIFF EXERCISE 2 MR BOWERS REPORT ON MEETING OF COMMITTEE 8 OF UPU EXECUTIVE COUNCIL BERNE 11 – 12 MAY 1971 3 INFORMATION FOR CEPT PO GT CONFERENCE STOCKHOLM 13 –17 SEPTEMBER 1971	1971 – 1972	1255
18	PROBLEMS POSED BY ACCESSION TO THE UPU MONETARY AGREEMENT	1970 – 1972	3201
19	PROBLEMS POSED BY ACCESSION TO THE UPU MONETARY AGREEMENT	1972	3224
20	MECHANISATION AND AUTOMATION OF ACCOUNTING : COUNTER OPERATIONS, ACCOUNTING AT POST OFFICES AND ACCOUNTING CENTRES AIR MAIL ACCOUNTING	1972	2261
21	UPU MONETARY ARTICLES CEPT WORKNG PARTY STUDY OF DOCUMENTS 15 & 16 VIENNA	1972	1255

UPU PAPERS		GIRO / NG / IS / UPU / P /	
NO	TITLE	DATES	LOCATION BOX BAY
22	APPLICATIONS BY UK RESIDENTS TO OPEN ACCOUNTS WITH OTHER UPU ADMINISTRATIONS – VETTING OF	1970 – 1972	3660
23	UPU CORRESPONDENCE WITH INTERNATIONAL BUREAU OF	1967 – 1972	461
24	UPU VOCABULAIRE POLYGLOTTE DU SERVICE POSTAL INTERNATIONAL	1972	
25	INTERNATIONAL GIRO GENERAL INFORMATION ON SERVICES PROVIDED BY OTHER GIRO SERVICES SIGNED UP TO THE UPU TOKYO AGREEMENT	1972	1673
26	UPU WORKING GROUP MEETING IN BERNE 30 APRIL 1973	1973	1255
27	APPLICATION BY UK RESIDENTS TO OPEN ACCOUNTS WITH OTHER – UPU ADMINISTRATIONS VETTING OF	1972 – 1973	3676
28	UPU RECUEIL DES ARTICLES	1972 – 1973	462
29	UPU / CCITT (TELEGRAPHIC TRANSFER SERVICE)	1972 – 1973	1673
30	UPU – CCPS STUDY 2 A – 106 MECHANISATION AND AUTOMATION OF THE ACCOUNTING	1969 – 1973	457
31	UPU GIRO AGREEMENTSA FROM LAUSANNE 5 07 1974	1975	3468
32	UPU GIRO AGREEMENTSA FROM LAUSANNE 5 07 1974	1975	3468
33	UPU LAUSANNE 1974 ACTS CORRESPONDENCE FROM TAIWAN	1975	463
34	UPU POSTAL STATISTICS 1974	1975	463

UPU PAPERS		GIRO / NG / IS / UPU / P /	
NO	TITLE	DATES	LOCATION BOX BAY
35	UPU SUMMARY RECORD OF THE EXECUTIVE COUNCIL CONSTITUENT MEETING 25 06 AND 01 07 1974 05 1975 SESSION	1975	463
36	UIT / UPU HARMONISATION FROM BERLIN PO GT 9 – 18 1 SPAIN AND DENMARK INIATIVES	1975	1255
37	UIT / UPU HARMONISATION FROM STUDY PO GT 9 – 8 GERMANY	1975	1255
38	CC / TT FURTHER PROPOSALS TO UPU	1975	463
39	JOINT ITU – UPU MEETING ON MONEY ORDER AND GITO TELEGRAMS	1975	474
40	COMPENDIUM OF INFORMATION MONETARY ARTICLES AND SUBSCRIPTIONS	1975	474
41	UPU MAGAZINE 6 06 1975	1975	2261
42	UPU MAGAZINE 9 09 1975	1975	2261
43	UPU MAGAZINE 11 / 12 11 – 12 1975	1975	2261
44	UPU EXECUTIVE COUNCIL MEETING 05 1975	1975	512
45	STATISTICS OF GIRO SERVICES BELONGING TO UPU MEMBERS PRODUCED BY GERMANY	1976	511
46	UPU POSTAL STATISTICS 1975 – 1976	1976	511
47	UPU COMMITTEE 4 STUDY 4 / 440 SECURITY MEASURES AND METHODS OF PREVENTING FRAUDS IN THE MONETARY ARTICLES SERVICES	1976	499
48	UPU COMMITTEE 5 STUDY 310 DETERMINING THE STANDARD AND FORM OF SERVICES TO BE PROVIDED FOR THE PUBLIC	1976	511

UPU PAPERS		GIRO / NG / IS / UPU / P /	
NO	TITLE	DATES	LOCATION BOX BAY
49	CCPS ASSESSMENT OF THE DEMAND FOR POSTAL SERVICES UP TO 1985 – EXTENSION OF THE MARKET RESEARCH STUDY TO THE FINANCIAL POST MONETARY ARTICLES	1976	463
50	UPU MAGAZINE 5 MAY 1976	1976	2261
51	UPU MAGAZINE 6 JUNE 1976	1976	2261
52	UPU MAGAZINE 7 JULY 1976	1976	2261
53	UPU WORKING PARTY CE C2 GT 1 INTERNATIONAL MONETARY UNIT	1976 – 1977	512
54	UPU MULTI LINGUAL VOCABULARY	1978	516

FOREIGN CONSULTANCIES		GIRO / NG / IS / FC	
NO	TITLE	DATES	LOCATION BOX BAY
1	ASSISTANCE TO DEVELOPING COUNTRIES ALGERIA	1971	1000
2	ASSISTANCE TO DEVELOPING COUNTRIES GENERAL	1972	1000
3	CORRESPONDENCE WITH EGYPT	1972	1676
4	CORRESPONDENCE WITH INDIA	1972 – 1973	1676
5	BANGLADESHI POST OFFICE SAVINGS SCHEME	1972 – 1974	1676
6	TURKEY	1974	1674
7	INFORMATION ON THE AUSTRALIAN POST OFFICE	1970 – 1974	1676
8	INFORMATION ON THE JAPANESE POSTAL SERVICES	1967 – 1975	514

FOREIGN CONSULTANCIES		GIRO / NG / IS / FC	
NO	TITLE	DATES	LOCATION BOX BAY
9	CHANGE IN PAID ORDER ACCOUNTING JAPAN	1975	463
10	ICELAND GIRO SYSTEM	1976	499
11	GHANA REQUEST FOR INFORMATION ON GIRO	1976	511
12	SAUDI ARABIA POSTAL GIRO BANKING SERVICE	1977	510
13	SAUDI ARABIAN POSTAL GIRO BANKING SERVICE	1977	1080
14	INDIA REQUEST FOR INFORMATION GIRO SERVICES	1978	1676

EUROPEAN GIROS		GIRO / NG / IS/ EG	
NO	TITLE	DATES	LOCATION BOX BAY
1	EUROPEAN GIRO SERVICES THEIR EARLY YEARS EXTRACTS SUPPLIED BY DUTCH GIRO HQ LIBRARY AND DOCUMENTATION SERVICE	1971	1674
2	INFORMATION ON FINLAND	1971	1674
3	NETHERLANDS	1971	1702
4	FOREIGN ADMINISTRATIONS CORRESPONDENCE WITH POSTBANKEN SWEDEN AND POSTIPANNKI FINLAND	1970 – 1972	1005
5	DUTCH GUARANTEE TRANSFERS	1970 – 1973	1990
6	GERMANY EAST REALTIONS WITH	1971 – 1973	1674
7	CAIXA GERAL DE DEPOSITOS PORTUGUESE SAVINGS BANK ORGANISATION	1971 – 1973	1676

EUROPEAN GIROS		GIRO / NG / IS/ EG	
NO	TITLE	DATES	LOCATION BOX BAY
8	ACCOUNT OPENING PROCEDURES IN EUROPEAN GIRO SYSTEMS	1974	1672
9	GERMAN FEDERAL REPUBLIC GIRO PAYMENT CARD	1974	1986
10	FOREIGN GIRO SYSTEMS STATISTICAL INFORMATION FOR GERMAN HANDBOOK 1974 – 1975	1975	2012
11	PROFIT / LOSS FIGURES FOR MAJOR GIRO COUNTRIES SURVEY FOR D OF I	1975	474
12	FRENCH POSTCHEQUE GENERAL	1974 – 1975	1990
13	FRENCH GIRO	1976	1058
14	MEETING WITH FRENCH GATWICK 20 JULY 1976	1976	511
15	PAPERS RELATING TO FIRMS HAVING BUSINESS WITH SWEDISH GIRO AND IMPLICATIONS FOR NGB	1976	2004
16	SWISS CASHCHEQUES	1976	511
17	PROPOSED CASHCHEQUE SERVICE FOR PENSIONS PAID BY SWISS EQUALISATION FUND	1976	1985
18	FINLAND POST OFFICE AND POST BANK ANNUAL REPORT	1977	3208
19	DUTCH POST GIRO	1977 – 1978	2731
20	VISIT TO DUTCH ADMINISTRATION 5 & 6 OCTOBER 1978	1978	1092
21	GERMAN SAVINGS BANK ENCASHMENT FACILITIES	1978	7 11

GIRO AND THE EUROPEAN ECONOMIC
COMMUNITY

GIRO / NG / IS/ EEC

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	EUROPEAN ECONOMIC COMMUNITY	1970 – 1973	1005	
2	GIRO IN THE EEC	1973	510	
3	POST OFFICE RELATIONS WITH EEC	1975	409	
4	EEC SCIENTIFIC AND TECHNICAL INFORMATION PART 1	1976	475	
5	POST OFFICE MONOPOLIES AND THE TREATY OF ROME	1976	6715	
6	EEC POSTS AND TELECOMMUNICATIONS POLICY	1978	515	

INTERNATIONAL TREATIES AFFECTING GIRO

GIRO / NG / IS/ IT

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	THE TREATY OF ROME – THE COMMON MARKET – GIRO AND THE EEC	1967 – 1972	1773	
2	GATT (GENERAL AGREEMENT ON TARIFFS AND TRADES) PORPOSED CODE OF CONDUCT	1972	1675	
3	GIRO TRANSFERS AGREEMENT FOR UPU	1973	3488	

GIRO INTERNATIONAL SERVICES DEPARTMENT

GIRO / NG / IS/ ISD

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	INTERNATIONAL GIRO SERVICES SPECIMEN FORMS AND SUMMAIRES OF CEPT ESIMOGS AND UPU	1967 – 1972	511	
2	CORRESPONDENCE WITH ISRAEL RE PROVIDING RECIPROCAL SERVICES	1972	1675	

GIRO INTERNATIONAL SERVICES DEPARTMENT GIRO / NG / IS/ ISD

NO	TITLE	DATES	LOCATION	
			BOX	BAY
3	REMITTANCE SERVICES ACTION	1972 – 1973	511	
4	GIRO INTERNATIONAL PAYMENT SERVICE	1971 – 1973	1536	
5	INTERNATIONAL OUTPAYMENT SERVICE PROPOSALS FOR USE VIA IGB (GIRO) CONSIDERATION OF CEPT OUTPAYMENT SERVICE	1973		
6	POST OFFICE BORROWING AND LENDING FOREIGN CURRENCY	1972 – 1973	3468	
7	FUTURE OF OVERSEAS REMITTANCE SERVICES	1973	511	
8	OVERSEAS MONEY ORDER SERVICE THE FUTURE	1973	462	
9	EFFECT OF OVERSEAS SECTION TRANSFER TO BOOTLE ON FURTHER PRINTS OF MONEY ORDER / P FORMS AND ENVELOPES ETC	1972 – 1973	1248	
10	BRITISH OVERSEAS TRADE BOARD	1973	2007	
11	FOREIGN GIROS ACCOUNT OPENING AND WITHDRAWAL PROCEDURES	1971 – 1973	1674	
12	ACCEPTANCE OF GIROCHEQUES BY BANKS IN THE USA	1973	512	
13	BANKS FOREIGN: FIRST NATIONAL CITY	1973	1000	
14	SEAMEN'S ALLOTMENTS	1973	2004	
15	MIGRANT WORKERS SERVICE TO WEST INDIES	1973	1072	
16	INVESTMENT AND BANKING DIVISION (CONTAINS MINUTES OF GRS INTERNATIONAL COMMITTEE)	1973	2008	

GIRO INTERNATIONAL SERVICES DEPARTMENT GIRO / NG / IS/ ISD

NO	TITLE	DATES	LOCATION	
			BOX	BAY
17	INTERNATIONAL SERVICES	1971 – 1974	1010	
18	INTERNATIONAL GIRO SERVICES STAMP DUTY	1967 – 1974	510	
19	REPORT OF INTERNATIONAL TELECOMMUNICATIONS SETTLEMENTS WORKINNG PARTY	1974	463	
20	FOREIGN VISITS	1971 – 1974	1005	
21	CORRESPONDENCE ON COD SERVICES DTI AND OVERSEAS ADMINISTRATIONS	1974	1773	
22	GUARANTEE CARD INTERNATIONAL CORRESPONDENCE	1973 – 1974	1062	
23	POST OFFICE PENSIONS	1974	1443	
24	CURRENCY ACCOUNTS	1973 – 1974	2012	
25	FOREIGN GIRO ACCOUNTS FOR UK BUSINESSES	1974	2012	
26	CA MODES INTERNATIONAL POTENTIAL	1974	2012	
27	ACCEPTANCE OF VP 13S	1973 – 1974	1672	
28	EURODOLLARS	1974	2011	
29	RECENT GIRO DEVELOPMENTS	1974	514	
30	PEAT MARWICK MITCHELL AND CO REVIEW OF INTERNATIONAL MONEY TRANSFER SERVICE	1974 – 1975	1074	
31	THOMAS COOKS LTD	1975		
32	THOMAS COOK SPECIAL PRESENTATION FOR THE POST OFFICE CORPORATION	1975	1118	
33	UNITED DOMINIONS TRUST BILL	1974 – 1975	409	

GIRO INTERNATIONAL SERVICES DEPARTMENT GIRO / NG / IS/ ISD

NO	TITLE	DATES	LOCATION	
			BOX	BAY
34	LA CAISSE DES DEPOTS ET CONSIGNATIONS	1975	1064	
35	GIRO ALTERNATIVES TO AGENT BANK SERVICES	1976	2011	
36	CO OP BANK	1976	2012	
37	CROSSED GIROCHEQUE AND CASHCHEQUE SERVICE GERMAN EDITION	1976	2009	
38	AMERICAN NATIONAL STANDARD OCR LITERATURE	1976	1915	
39	UK – SWEDEN UK – PORTUGAL COD CASH ON DELIVERY SERVICE	1976	511	
40	EUROPEAN OCR ASSOCIATION EUROORA CONFERENCE 1976	1976	1915	
41	COMMONWEALTH POSTAL CONFERENCE 1973 AND 1976	1973 – 1976	2011	
42	INTERNATIONAL GIRO TELEX TRANSFER SERVICE	1975 – 1977	1084	
43	DDA FILES SENT TO MD AFTER POST ABOLISHED	1976 – 1977	2012	
44	INTERNATIONAL LABOUR OFFICE QUESTIONNAIRE	1976 – 1977	512	
45	DUTCH ELECTRO MANUFACTURING CO NATHERLANDS THIS IS THE ONLY PRIVATE NON RESIDENT NATIONAL GIRO ACCOUNT	1977	2012	
46	EFMA CONFERNECE PAPERS AMSTERDAM	1977	1092	
47	PRESS AND PUBLICITY FOR INTRODUCTION OF FOREIGN GUARANTEE CARDS MAY – JUNE 1977 (SEE GIRO NG PAM PRP 55)	1977	2008	

GIRO INTERNATIONAL SERVICES DEPARTMENT GIRO / NG / IS/ ISD

NO	TITLE	DATES	LOCATION	
			BOX	BAY
48	INTERNATIONAL	1978	3559	
49	WORLDWIDE INVESTIGATION OF ELECTRONIC FUNDS TRANSFER – SYSTEMS AND EQUIPMENT REQUIREMENTS – BATTELLE	1978	3538	
50	INFORMATION ABOUT FOREIGN GIRO SYSTEMS	1978	6642	
51	JAPAN GIRO TRANSFER SERVICE	1975 – 1978	474	

GIRO INTERNATIONAL TRAVELLERS CHEQUES GIRO / NG / IS/ TC

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	THOMAS COOKS LTD SEE GIRO / NG / IS / ISD / 31			
2	THOMAS COOK SPECIAL PRESENTATION FOR THE POST OFFICE CORPORATION SEE GIRO / NG / IS / ISD / 32			
3	TRAVELLERS CHEQUES GIRO	1976	2011	
4	THOMAS COOK MAIN FILE	1975 – 1976	1118	
5	COOK'S TRAVELLERS CHEQUES ISSUED BY NGC	1976	5509	
6	AMSTERDAM MEETING 9 – 10 JANUARY 1978	1978	1092	
7	THOMAS COOK LIMITED	1975 – 1978	362	

GIRO BUREAU DE CHANGE GIRO / NG / IS / BDC

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	BUREAU DE CHANGE	1977	2968	
2	BUREAU DE CHANGE MISC WORKING PAPERS AND SOID CORRESPONDENCE	1977	2011	

GIRO BUREAU DE CHANGE

GIRO / NG / IS / BDC

NO	TITLE	DATES	LOCATION	
			BOX	BAY
3	BUREAU DE CHANGE MISCELLANEOUS WORKING PAPERS	1978	2014	
4	BUREAU DE CHANGE CORRESPONDENCE WITH NATIONAL COPOU	1976 – 1978	2013	
5	BUREAU DE CHANGE LINCOLN JEUX SANS FRONTIERS	1978	2014	
6	POSTCHEQUES DOMESTIC UK ASPECTS	1978	2003	
7	POSTCHEQUES ENCASHMENT IN EUROPE	1978	2004	

LITERATURE

GIRO / NG / IS / LIT

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	INTERNATIONAL GIRO SERVICES 1972 REPRITN OF BOOKLET	1972 – 1973	513	
2	INTERNATIONAL HANDBOOK REVISED VERSION 1972	1972 – 1973	513	
3	NATIONAL GIRO INTERNAL SERVICES HANDBOOK	1973	1304	
4	NATIONAL GIRO INTERNAL SERVICES HANDBOOK	1973	1304	
5	NATIONAL GIRO INTERNAL SERVICES HANDBOOK	1973	1304	
6	LITERATURE SUBMITTED TO THE CARTER COMMITTEE 1976 SEE GIRO / NG/ ECR / CRE / 36 / 37 / 38			
7	NATIONAL GIRO INTERNATIONAL SERVICES BOOKLET	1978	3859	

MAGAZINES

The National Giro started a staff magazine called Giroscope almost immediately. This was managed by the Public Relations team. It was a lively mixture of information about branches and developments, personal stories of staff members and articles of general interest. As part of the Post office the Giro also received their internal publications and the Post office Gazette which was distributed to all crown and sub post offices.

During 1970 the name Giroscope was transferred to a new Customer magazine. This was a mixture of information about the developments within the bank, articles on subjects of interest to our readers and special offers. The Staff magazine was re named Giro World and retained its original format. In 1973 the National Giro developed its first external publication, the Giropost, aimed at sub postmasters and mistresses. Since 1973 National Giro internal; and external magazines have been listed under PR, Advertising and Marketing.

MAGAZINES

GIRO / NG / MAG /

NO TITLE

DATES

LOCATION
BOX BAY

POST OFFICE INTERNAL

GIRO / NG / MAG / POI

1	INSIGHT 2 - 53	1969	801
2	CENTRAL PERSONNEL HQ NEWS	1969	812
3	INSIGHT 54 - 98	1970	801
4	CENTRAL PEROSNNEL HQ NEWS	1970	812
5	INSIGHT 99 - 125	1971	808
6	CENTRAL PERSONNEL HQ NEWS	1971	812
7	INSIGHT 126 - 170	1972	808
8	CENTRAL PERSONNEL HQ NEWS	1972	812
9	INSIGHT 171 – 210	1973	808
10	CENTRAL PERSONNEL HQ NEWS	1973	812
11	THE LIGHTHOUSE FOR WELFARE HEALTH SAFETY AND CATERING CEASED PUBLICATION END OF 1973	1972 – 1973	800
12	CENTRAL PEROSNNEL HQ NEWS	1974	812
13	CENTRAL HQ NEWS	1975	812
14	INSIGHT 211 – 284	1974	809
15	CENTRAL HQ NEWS	1976	812
16	INSIGHT ARTICLES	1975 - 1976	809
17	CENTRAL HQ NEWS	1977	812
18	INSIGHT 285 – 310	1977	809
19	INSIGHT 311 – 334	1978	809
20	CENTRAL HQ NEWS	1978	812
21	COUNTER BULLETIN (FEBURARY 1975 – DECEMBER 1978)	1975 – 1978	1436

MAGAZINES

GIRO / NG / MAG /

NO TITLE

DATES

LOCATION
BOX BAY

POST OFFICE INTERNAL

GIRO / NG / MAG / POI

22 ARTICLES FOR COUNTER BULLETIN 1975 – 1977 1436
1975 - 1977

POST OFFICE EXTERNAL

GIRO / NG / MAG / POE

1	POST OFFICE GAZETTE / CIRCULARS	1969	797
2	POST OFFICE GAZETTE	1970	797
3	POST OFFICE GAZETTE	1971	798
4	POST OFFICE GAZETTE	1972	798
5	POST OFFICE GAZETTE NOTICES LEGAL ADVICE	1972	2324
6	POST OFFICE GAZETTE	1973	799
7	POST OFFICE GAZETTE NOTICES	1973	2324
8	POST OFFICE GAZETTE	1974	799
9	POST OFFICE GAZETTE	1975	800
10	POST OFFICE GAZETTE	1976	802
11	POST OFFICE GAZETTE NOTICES	1976	2325
12	POST OFFICE GAZETTE	1977	802
13	POST OFFICE GAZETTE	1978	803

GIRO INTERNAL

GIRO / NG / MAG / GI

1	GIROSCOPE 1 ST ANNIVERSARY ISSUE	1969
2	GIROSCOPE 1 ST ANNIVERSARY ISSUE 3 COPIES	1969
3	GIROSCOPE SPRING 1970	1970
4	GIROSCOPE SUMMER 1970 2 COPIES	1970

MAGAZINES

GIRO / NG / MAG /

NO TITLE

DATES

LOCATION
BOX BAY

GIRO INTERNAL

GIRO / NG / MAG / GI

5 GIROSCOPE WINTER 1970 1970

6 GIROSCOPE STOP PRESS SEPTEMBER 1970

7 GIRO CONSUMER MAGAZINE 1970

GIRO EXTERNAL

GIRO / NG / MAG / GE

1 GIRO POST FOR SUBPOSTMASTERS 1973 370

2 GIROPOST COPY 1973 369

3 GIROPOST MAY 1973 1973 369

OPERATIONS

The Giro's administrative arrangements were beginning to develop and have their own structure. Departments were beginning to form part of Directorates managed by the executive directors of the Board. One of the biggest at the time was the Operations Directorate, which controlled the complex processes by which, customer transactions were managed within the Business. This was the hub of the Organisation and employed by far the greatest proportion of staff to manage these processes. This directorate gradually took control of a range of activities including both improving processes and dealing with operation wide issues such as paper shortages and emergency procedures.

OPERATIONS			GIRO / NG / OP /
NO	TITLE	DATES	LOCATION BOX BAY
1	OPERATIONS	1969 – 1973	1073
2	COMPUTER ASSISTED BATCH RECONCILIATION IN RSB	1974	1395
3	HIGH VALUE JSB CHEQUES	1974	1395
4	USE OF MULTI POCKET PROOF ENCODER IN JSB CHEQUE PROCESSING TRIAL ARRANGEMENTS	1974	1404
5	PCG REPORTS ON RECORDS TAKEN OF LATE ITEMS DESPTACHED TO CUSTOMERS	1974	1393
6	PROPOSED METHOD IMPROVEMENT FOR DEALING WITH MISSING / EXCESS DOCUMENT REPORTS	1974	1395
7	PRFS OSB PTB RETURNS	1974	1322
8	FUND ORDER RETURNS OSB – PTB	1974	1322
9	EMERGENCY PAPER SHORTAGE	1974	2581
10	EMERGENCY ARRANGEMENTS LOSS OF TRANSACTIONS BEFORE PROCESSING	1974	1406
11	OPERATIONS CONTROLLERS MEETINGS	1975	1073
12	LOCAL ENCODING CENTRES	1975 – 1976	1804
13	NON LEDGERING DOCUMENT SUSPENSE MISSING DOCUMENTS POPS	1976	2981
14	NON LEDGERING DOCUMENT SUSPENSE 1123 FINAL BALALNCE AND DISCREPANCIES	1976	2981
15	CESSATION OF SUNDAY COLLECTIONS AND DESPATCHES	1976	1396
16	CTSB PROCEDURES	1976	2975

OPERATIONS		GIRO / NG / OP /	
NO	TITLE	DATES	LOCATION BOX BAY
17	PDR WORK FLOW AND BALANCE PERFORMANCE	1975 – 1976	2979
18	STORAGE / MICROFILMING OF PDRS SUSPENSE MISSING DOCUMENTS POPS	1976	2979
19	DIRECT DEPOSITS NOTIFICATION OF ADJUSTMENTS TO AMD	1976	2968
20	PMD MICON 1106 EXERCISE REVIEW	1976	2979
21	PMD MICON 1106 EXERCISE RECOMMENDATIONS	1976	2979
22	BANKING TRANSFER OF JSB CHEQUE DESPATCH WORK TO OSB	1976	2975
23	JSB CHEQUES QUERY PROCEDURES AND LOGS D/E ACTION	1976	2975
24	BANK STREAM GIROCHEQUES SDB PAPER ON PROCESSING SAVINGS	1976	2987
25	BD'S FAILED CHEQUES ACCOUNT ACCOUNT 111 9214	1976	959
26	NON RETURN OF PAID GIROCHEQUES	1976	1394
27	GUARANTEED RECEIPT AND INPUT OF PAYMENTS BUSINESS TRANSFERS	1976	1428
28	MIXED BUSINESS DEPOSITS CASH VEHICLES RECONCILIATION	1977	1400
29	REPORT ON MIXED BUSINESS DEPOSIT CASH VEHICLES	1977	2988
30	POSTMASTERS DEPOSIT STREAM ASSESSMENT OF DIVISIONAL BALANCING	1977	1397
31	POST MASTERS WORKSTREAM PMW MISSING / EXCESS DOCUMENTS	1977	2982
32	DTI RETURNS	1977 – 1978	5312

OPERATIONS			GIRO / NG / OP /
NO	TITLE	DATES	LOCATION BOX BAY
33	AO / IO BANKS MULTIPURPOSE FORMS	1978	3682
34	BUSINESS DEPOSITS	1978	3666
35	BANKNOTE ENVELOPE DISCREPANCIES SCHEME	1978	2910
36	CONTROL OF VALUE STATIONERY	1968 – 1978	2533
37	DECIMAL OVERFLOW	1978	3666
38	PTG IMPLEMENTATION OF DUMMY ACCOUNT SYSTEM	1978	2916
39	PIPELINE MONEY	1978	901
40	PROVISION OF INFORMATION ON PIPELINE MONEY	1978	188
41	REPLACEMENT OF NCR 32 ACCOUNTING MACHINES	1977 – 1978	900

PARLIAMENT AND GIRO

The Postmaster General tried to encourage all MPs to open Giro accounts and to keep parliament informed of Giro's progress. He was also responsible for answering any parliamentary questions on Giro and in dealing with Flag cases from MPs (See GIRO / NG / FC). Papers relating to previous contacts can be found in GIRO/ARA/PP & PA

As part of the drive to increase the Giro's profile and hopefully business potential the Marketing Department commenced a series of briefings to inform and influence those people in positions of power. Amongst these were briefings to both Labour and Conservative MPs in 1973.

PARLIAMENT AND GIRO

GIRO / NG / PAG /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	POST MASTER GENERAL'S LETTER TO ALL MPS JULY 1969 AND REPLIES	1969	381	
2	CORRESPONDENCE ON INVESTMENTS THROUGH GIRO	1969	387	
3	BRIEF FOR PM ON GIRO DECEMBER 1969	1969	381	
4	PARLIAMENTARY QUESTIONS AND ANSWERS	1969	386	
5	PARLIAMENTARY QUESTIONS AND FLAG CASES	1968 - 1969	3203	
6	PRESENTATION TO MPS		1973	1708
7	PRESENTATION TO LABOUR MPS 30 JANUARY 1973	1973	1708	
8	PRESENTATION TO MPS 25 JULY 1973	1973	1013	
9	PRESENTATION TO CONSERVATIVE MPS JULY 1973	1973	975	
10	PRESENTATION TO LABOUR MPS	1974	1013	
11	PRESENTATION TO THE SECRETARY OF STATE	1974	1708	
12	MPS' PRESENTATION FILE	1973 - 1974	1708	
13	PRESENTATION TO THE SECRETARY OF STATE 05 08 1975	1975	1077	

PR, ADVERTISING AND MARKETING

In the early days these were linked in one team which provided the essential role of promoting Giro to the Nation. This was an extremely important if difficult role, as not only was it a brand new concept in the terms of British banking but it also did not have its own clear identity, in that it provided its facilities via the Post Office, either through its counters or its royal mail service. Also the very high technical nature of the System was not easily explained to the General public.

The aim was not only to promote the Service to General Public but also to all the retail sectors in the UK from public utilities to department stores and catalogue firms. The Giro therefore commenced upon a very wide-ranging campaign of publicity through newspapers, TV and radio, the trade press and journals and via a series of Press Releases. It ran a very successful towns campaign to emphasise the local nature of Giro and its use through the Post Office Network. It attended a wide range of Exhibitions to help promote its service to various sectors of the UK Economy and the general public. It created a film, which could be lent out to businesses and provide intermission material in cinemas on What is Giro.

In addition to its own staff, it employed outside PR firms to assist it and created a whole range of literature to promote the service to all sectors. Finally the PR part of the team was responsible for Press Monitoring and it distributed the results to the senior managers on a daily basis.

This was one of the earliest functions set up and papers relating to its activities prior to 1969 can be found in GIRO/PAM.

By 1970 departments such as Marketing and Public Relations and Exhibitions were starting to emerge as units in their own right. These departments began to create their own files and take on the responsibilities already existing in PAM. 1971 saw the first Giro Users Group set up in Croydon. These Groups provided a forum where Giro customers could meet and discuss their use and any concerns that they had over the system. 1972 saw the start of the very successful rents campaign, already piloted with the Greater London Council in 1971, to promote Giro as an additional means of local authority tenants paying their rent at the Post office. The Giro Sales Force, which had always been a part of Marketing, began to develop its own identity within PAM. 1973 saw the further development of the Annual Marketing Plan, already piloted in 1972, as a means of setting targets and objectives and measuring success of the various Marketing Campaigns etc.

Since 1970 the Public Relations Team had been responsible for the management of the range of magazines produced by the Bank. In the early years this had mainly been the customer magazine Giro Scope and the staff magazine Giro World but in 1973 they began to produce specific magazines for individual marketing events, known as Giro Post. 1976 saw the emergence of a Public Relations and Publicity Committee (See GIRO / NG / C / DC / PRP), the start of the Pay Through Giro Campaign and the inauguration of a regular Miss Giro Competition.

1978 saw the 10th anniversary of the Giro. Given its chequered history it was decided for both morale and publicity purposes this would be a good event to celebrate. A number of events were planned in Bootle and London and the whole project was managed through the Public Relations Team. A number of new products and a free in credit banking service were launched to take advantage of the positive publicity generated by the event.

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

TOWNS CAMPAIGN

GIRO / NG / PAM / C / T

1	TOWNS CAMPAIGN POLICY	1969	244
2	TOWNS CAMPAIGN	1969	431
3	TOWNS CAMPAIGN	1969	431
4	TOWNS CAMPAIGN PRESS AND ADVERTISING	1969	245
5	TEST TOWNS EXERCISES	1969	245
6	TOWNS CAMPAIGN SHREWSBURY	1969	431
7	TOWNS CAMPAIGN DARLINGTON	1969	431
8	TOWNS CAMPAIGN DARLINGTON	1969	245
9	TOWNS CAMPAIGN BATH	1969	431
10	TOWN CAMPAIGNS PRESS SCHEDULE ADVERTISING	1969	431
11	TOWNS CAMPAIGNS PUBLICITY	1969 – 1970	1014

EXHIBITIONS

GIRO / NG / PAM / ETS

1	HEAVY MOBILE EXHIBITIONS	1969	438
2	DAILY MAIL NEW YEAR EXHIBITION	1969	333
3	BOOTLE CENTENARY EXHIBITION 10 - 14 MARCH 1969	1969	336
4	BOOTLE CENTENARY CARNIVAL FLOAT	1969	335
5	LIVERPOOL SHOW 17 - 19 JULY 1969	1969	336
6	SOUTHPORT FLOWER SHOW 27 - 29 AUGUST 1969	1969	336

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

EXHIBITIONS

GIRO / NG / PAM / ETS

7	CENTRAL CAREERS CONVENTION SOUTHPORT 25 - 26 NOVEMBER 1969	1969	335
8	EXHIBITIONS POLICY	1969 – 1970	333
9	EXHIBITION PROGRAMME	1970	341
10	CARAVAN GENERAL POLICY	1967 – 1970	438
11	CARAVAN PROGRAMME	1970	5495
12	PANFOCAL DISPLAY PANELS	1970	5497
13	LORD MAYOR'S FLOAT 23 05 70	1970	333
14	BRENT REGETTA LONDON	1970	343
15	BIGGIN HILL AIR FAIR	1970	343
16	LIVERPOOL SHOW	1970	340
17	NATIONAL EISTEDDFORD	1970	340
18	LONDON BOROUGH SEMINAR	1970	432
19	AS ABOVE PUBLICITY PACK	1970	432
20	GLC BOROUGH TREASURERS SEMINAR BACKGROUND PAPERS	1970	247
21	MODERN HOMES EXHIBITION	1970	334
22	CAREERS CONVENTION BOOTLE	1970	341
23	EXHIBITION STEWARDS SHOE DRESS SIZES ETC	1971	338
24	DEVON COUNTY SHOW	1971	340
25	CPSA CONFERENCE DOUGLAS IOM 17 – 20 MAY 1971	1971	432

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

EXHIBITIONS

GIRO / NG / PAM / ETS

26	VAT CONFERENCE AND EXHIBITION BUXTON 20 – 21 OCTOBER 1971	1971	433
27	EXHIBITIONS	1971 – 1972	438
28	CONFERENCES	1971 – 1972	432
29	CONFERENCES INCLUDING SPEAKERS	1972	433
30	CARAVAN PROGRAMME	1971 – 1972	5488
31	SEMINARS (TIMETABLES AND HIRED VANS)	1972	338
32	EXHIBITION STEWARDS BRANCH NOMINATIONS	1971 – 1972	338
33	NATIONAL FEDERATION OF SUB- POSTMASTERS CONFERENCE DOUGLAS ISLE OF MAN 08 – 10 MAY	1972	433
34	THE URBAN DISTRICT COUNCILS ASSOCIATION CONFERENCE SCARBOROUGH 28 – 30 JUNE	1972	432
35	SEMINAR PHOTOGRAPH ACCOUNTS WITH PHOTOGRAPHERS	1972	441
36	DISPOSAL OF PRB STORES (EX EXHIBITIONS ETC MATERIALS)	1972	338
37	RACKING SERVICES LTD	1972	404
38	SEMINARS POLICY	1973	1704
39	POST OFFICE ENGINEERING UNION CONFERENCE BLACKPOOL 5 – 8 JUNE	1973	433

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION BOX BAY
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EXHIBITIONS

GIRO / NG / PAM / ETS

40	MR HANTON'S SPEECH TO POUNC CONFERENCE	1973	253
41	POST OFFICE MANAGEMENT STAFFS ASSOCIATION EASTBOURNE 21 – 25 MAY	1973	433
42	CONFERENCES	1973 – 1974	433
43	CONFERENCES AND EXHIBITIONS 1974	1974	434
44	POST OFFICE ENGINEERING UNION ANNUAL CONFERENCE BLACKPOOL	1974	396
45	EXHIBITIONS GENERAL CORRESPONDENCE	1975	438
46	CONFERENCES	1975 – 1976	434
47	FT CITY COURSE TALK	1975 – 1976	1058
48	STEM LECTURE SCIENCE / TECHNOLOGY ON MERSEYSIDE	1976	1710
49	LAPEL BADGES	1970 – 1976	439
50	CONFERENCES 1976 – 1977	1976 – 1977	435
51	BOOTLE CHAMBER OF COMMERCE EXHIBITION 28 FEB – 3 MAR 1977	1977	435
52	MDIRB REPORT ON DAMAGED DISPLAY	1977	440
53	SPEECH BY MDG TO SUBPOST- MASTERS CONFERENCE MAY 1978	1978	256

GIRO ADVERTISING FILMS

GIRO / NG / PAM / ADV / F

1	TELEVISION COMERCIAL FILMS NATIONAL GIRO	1968 - 1969	2423
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PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
GIRO ADVERTISING FILMS		GIRO / NG / PAM / ADV / F	
2	FILMS GENERAL FILM ON GIRO SERVICE “ WHAT IS GIRO “	1966 - 1969	248
3	GENERAL PROPOSED POPULAR FILM ON GIRO SERVICES - REGIONAL SURVEY AUDIENCES	1968 - 1969	248
4	“ WHAT IS GIRO “ EXPLOITATION	1968 - 1969	248
5	FILM WHAT IS GIRO	1970	257
6	GIRO FILM SHOOTING SCRIPT AND LOCATIONS	1976	1626
OPENING		GIRO / NG / PAM / OPEN	
1	PAPERS RELATING TO OPENING INCLUDING SEATING PLAN AND OTHER PAPERS	1968	364
2	SECOND ANNIVERSARY PRESS ADVERT AND PRESS COMMENT	1970	249
3	OVERSEAS GIROS OPENING	1968 – 1970	249
LITERATURE		GIRO / NG / PAM / LIT	
1	SAVE AS YOU EARN FOLDER	1969	432
2	FIRST DAY COVERS	1969	246
3	GIRO POSTER	1969	431
4	GIRO POSTER	1969	431
5	SIMPLY PAY THROUGH GIRO POSTER	1969	431
6	GIRO POSTERS ORDERING	1969	431
7	GIRO WINDOW BILL SIMPLY PAY THROUGH GIRO	1969	431
8	DECORATIVE GIFT VOUCHERS	1969	396

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

LITERATURE

GIRO / NG / PAM / LIT

9	SET OF CARRIER BAGS	1970	439
10	3 A 5 POSTERS ON USING POST OFFICES, PAYING HOUSEHOLD BILLS AND PAY THROUGH GIRO	1970	
11	GIRO IN BUSINESS BOOKLET	1970	385
12	STATIONERY FIELD TEST	1970	1709
13	NATIONAL APPEALS POSTERS DISASTER POSTERS	1972	110
14	REVISION OF GIRO HANDBOOK (SEE GIRO / NG / PJ /)	1972	
15	GIRO IN YOUR BUSINESS HADNBOOK (SEE GIRO / NG / PJ)	1973	
16	BUSINESS APPLICATIONS POSTCARD 91026	1969 – 1974	1433
17	GIRO HANDBOOK (SEE GIRO / NG / PJ)	1972 – 1975	1006
18	G 5003 POSTER DISPLAY OF FEES	1974 – 1975	6444
19	SOME QUESTONS ABOUT NATIONAL GIRO BOOKLET	1975	102
20	NATIONAL GIRO INPAYMENT SERVICE BOOKLET	1975	102
21	GIRO AND MONEY MANAGEMENT STUDY KIT	1975	
22	GIRO HANDBOOK (SEE GIRO / NG / PJ)	1970 – 1975	1006

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

LITERATURE

GIRO / NG / PAM / LIT

23	LITERATURE SUBMITTED TO THE CARTER COMMITTEE 1976 SEE GIRO / NG/ ECR / CRE / 36 / 37 / 38		
24	FORMS SPECIFICATIONS 4 COPIES	1976	3473 184 5095 408
25	POSTCHEQUE DESIGNS	1976	2008
26	MARKS AND SPENCER PENSION LEAFLET SOLICITORS ADVICE	1976	130
27	LEGAL ADVICE POLICY	1977	1442
28	GIRO HANDBOOK SEE GIRO / NG / PJ	1967 – 1977	792
29	STATIONERY NEW DESIGN OF CONTAINS REF TO DESIGN TRANSFERS	1966 – 1977	6097
30	PROMOTIONAL LITERATURE	1978	1442
31	THE POST OFFICE AND YOU BOOKLET	1978	365
32	CUSTOMER INFORMATION BOOKLET 1978 NON CUSTOMER SERVICES GUIDE		1100
33	CUSTOMER INFORMATION BOOKLET 1978		365
34	REVISION OF TRADE UNION BOOKLET REPLACEMENT OF L 310 BY L 356	1978	2034
35	G 5210 & G 5211	1978	1256
36	G 5211 REPRINT OCTOBER 1978	1978	1256
37	G5212 REPRINT SEPTEMBER 1978 AND SUBSEQUENT PAPERS	1978	1256

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

LITERATURE

GIRO / NG / PAM / LIT

38	GIRO PERSONAL ACCOUNTS TELEPHONE BILL INSERT SOLICITORS ADVICE	1978	1443
39	STUDY KIT	1977 – 1978	5427
40	STANDARD NON PTG ACCOUNT LEAFLET IN POST OFFICES	1978	130

PRESS CUTTINGS

GIRO / NG / PAM / PC

1	JANUARY 1969	1969	267
2	FEBRUARY 1969	1969	267
3	MARCH 1969	1969	267
4	APRIL 1969	1969	267
5	MAY 1969	1969	267
6	JUNE 1969	1969	267
7	JULY 1969	1969	268
8	AUGUST 1969	1969	268
9	SEPTEMBER 1969	1969	268
10	OCTOBER 1969	1969	268
11	NOVEMBER 1969	1969	268
12	DECEMBER 1969	1969	268
13	POST OFFICE DISPUTE PRESS CUTTINGS	1969	240
14	JANUARY 1970	1970	269
15	FEBRUARY 1970	1970	269
16	MARCH 1970	1970	269

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

PRESS CUTTINGS

GIRO / NG / PAM / PC

17	APRIL 1970	1970	269
18	MAY 1970	1970	269
19	JUNE 1970	1970	269
20	JULY 1970	1970	269
21	AUGUST 1970	1970	269
22	SEPTEMBER 1970	1970	270
23	OCOTBER 1970	1970	270
24	NOVEMBER 1970	1970	270
25	NOVEMBER 1970	1970	270
26	DECEMBER 1970	1970	270
27	DECEMBER 1970	1970	270
28	CUTTINGS	1970	
29	FEBRUARY 1971	1971	1606
30	MARCH 1971	1971	1606
31	APRIL 1971	1971	1606
32	MAY 1971	1971	1606
33	JUNE 1971	1971	1606
34	JULY 1971	1971	1607
35	AUGUST 1971	1971	1607
36	SEPTEMBER 1971	1971	1607

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION BOX BAY
PRESS CUTTINGS			GIRO / NG / PAM / PC
37	OCTOBER 1971	1971	1607
38	NOVEMBER 1971	1971	1608
39	DECEMBER 1971	1971	1608
40	MR BARRETT'S PRESS CUTTINGS APRIL – JULY 1971	1971	250
41	MR BARRETT'S PRESS CUTTINGS AUGUST - SEPTEMBER	1971	250
42	MR BARRETT'S PRESS CUTTINGS OCTOBER - NOVEMBER	1971	250
43	MR BARRETT'S PRESS CUTTINGS DECEMBER	1971	250
44	JANUARY 1972	1972	1608
45	FEBRUARY 1972	1972	1608
46	MARCH 1972	1972	1608
47	APRIL 1972	1972	1609
48	MAY 1972	1972	1609
49	JUNE 1972	1972	1609
50	JULY 1972	1972	1609
51	AUGUST 1972	1972	1609
52	SEPTEMBER 1972	1972	1609
53	OCTOBER 1972	1972	1609
54	NOVEMBER 1972	1972	1609
55	DECEMBER 1972	1972	1610

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
PRESS CUTTINGS		GIRO / NG / PAM / PC	
56	MR BARRETT'S PRESS CUTTINGS JANUARY – FEBRUARY 1972	1972	251
57	MR BARRETT'S PRESS CUTTINGS MARCH – APRIL 1972	1972	251
58	MR BARRETT'S PRESS CUTTINGS MAY – JUNE 1972	1972	251
59	MR BARRETT'S PRESS CUTTINGS JULY - AUGUST 1972	1972	251
60	MR BARRETT'S PRESS CUTTINGS SEPTEMBER - OCTOBER 1972	1972	251
61	MR BARRETT'S PRESS CUTTINGS NOVEMBER - DECEMBER 1972	1972	251
62	PRESS CUTTINGS FOR LOCAL AUTHORITES	1972	1614
63	INFORMATION ABOUT GIRO PRESS CUTTINGS FROM NOVEMBER 1967	1967 – 1972	3271
64	JANUARY 1973	1973	1610
65	JANUARY 1973	1973	1610
66	FEBRUARY 1973	1973	1610
67	MARCH 1973	1973	1610
68	APRIL 1973	1973	1610
69	MAY 1973	1973	1610
70	JUNE 1973	1973	1611
71	JULY 1973	1973	1611
72	AUGUST 1973	1973	1611
73	SEPTEMBER 1973	1973	1611
74	OCTOBER 1973	1973	1611

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

PRESS CUTTINGS

GIRO / NG / PAM / PC

75	MR BARRETT'S PRESS CUTTINGS JAN – MARCH 1973	1973	251
76	JANUARY TO JULY 1974	1974	1611
77	AUGUST TO OCTOBER 1974	1974	1611
78	OCTOBER TO DECEMBER 1974	1974	1612
79	PRESS CUTTINGS	1975	99
80	JANUARY TO MAY 1975	1975	1612
81	JUNE TO JULY 1975	1975	1612
82	AUGUST TO SEPTEMBER 1975	1975	1613
83	SEPTEMBER 1975	1975	1613
84	OCTOBER TO NOVEMBER 1975	1975	1613
85	DECEMBER 1975 TO JANUARY 1976	1975 – 1976	1614
86	FEBUARY TO MARCH 1976	1976	1614
87	APRIL TO MAY 1976	1976	1614
88	JUNE TO JULY 1976	1976	271
89	AUGUST TO SEPTEMBER 1976	1976	271
90	OCTOBER – NOVEMBER 1976	1976	271
91	FIRST READER 1975 - 1976 JANUARY – AUGUST	1975 - 1976	279
92	DECEMBER 1976 – JANUARY 1977	1976 – 1977	272
93	FEBRUARY – MARCH 1977	1977	272
94	APRIL – MAY 1977	1977	272
95	JUNE – JULY 1977	1977	273

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
PRESS CUTTINGS		GIRO / NG / PAM / PC	
96	AUGUST – OCTOBER 1977	1977	273
97	NOVEMBER – DECEMBER 1977	1977	273
98	FIRST READER SERVICE ORIGINALS	1977	300
99	JANUARY – FEBRUARY 1978	1978	274
100	MARCH – APRIL 1978	1978	274
101	MAY 1978	1978	274
102	JUNE 1978	1978	274
103	JULY 1978	1978	275
104	AUGUST 1978	1978	275
105	SEPTEMBER 1978	1978	275
106	OCTOBER 1978	1978	275
107	NOVEMBER 1978	1978	275
108	DECEMBER 1978	1978	275
PRESS RELEASES		GIRO / NG / PAM / PRE	
1	NATIONAL GIRO IN BUSINESS	1969	301
2	SUMMARY OF GIRO OPERATIONS	1969	301
3	GOOD RESPONSE FROM BUSINESS WORLD FEBRUARY 1969	1969	301
4	RAPID TRANSFER JANUARY	1969	301
5	NEW YEAR SHOW 1968 - 1969	1968	301
6	UPU INTERNATIONAL GIRO AGREEMENT FEBRUARY	1969	301

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
PRESS RELEASES		GIRO / NG / PAM / PRE	
7	IDEAL HOMES EXHIBITION MARCH 1969	1969	301
8	KEN MATTHEWS APPOINTMENT FRBRUARY	1969	301
9	INVESTMENT OF THE NATIONAL GIRO FUNDS	1969	
10	GIRO FIRSTS	1969	
11	NATIONAL GIRO IN BUSINESS	1969	
12	LAUNCHING THE NATIONAL GIRO	1969	
13	HOW THE NATIONAL GIRO CENTRE OPERATES	1969	
14	INTERNATIONAL GIRO SERVICE	1969	
15	INFORMATION BULLETIN COVERS A RANGE OF INFORMATION INCLUDING SUMMARY REPORTS OF GIRO PROGRESS	1967 - 1969	257
16	THE NATIONAL GIRO	1970	301
17	PRESS RELEASES GIRO PRESS, TV AND RADIO	1969 – 1970	5468
18	LOANS THROUGH GIRO – PRESS AND BROADCAST ARRANGEMENTS	1970	240
19	GIROBANK PRESS RELEASES	1968 – 1971	2368
20	LAW STORES FEATURES AUG 1971	1971	301
21	NATIONAL GIROBANK PRESS RELEASES VOL 1	1968 – 1973	6417
22	RENT BOOKLET PRESS RELEASE (SEE GIRO NG / PAM / C / R / 15)	1974	3121

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION BOX BAY
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PRESS RELEASES

GIRO / NG / PAM / PRE

23	PRESS RELEASES MASTER FILE	1972 – 1975	316
24	PRESS RELEASES RENTS / RATES (SEE GIRO NG / PAM / C / R / 28)	1974 – 1975	316
25	PRESS RELEASES MASTER FILE	1976 – 1977	316
26	GIRO PRESS RELEASES	1976 – 1977	5468
27	PRESS RELEASES GIRO PRESS TV AND RADIO	1971 – 1977	5468
28	PRESS RELEASES	1978	317
29	PRESS RELEASES PO PTG	1976 – 1978	317
30	PRESS RELEASES MISCELLANEOUS	1978	318
31	PRESS RELEASES CARTER COMMITTEE REPORT	1978	5428

PR FIRMS

GIRO / NG / PAM / PRF

1	GIRO AND ATA CORRESPONDENCE BETWEEN MR L WHATTAM DIRECTOR AND MR GEOFFREY VIELER	1969	
2	LONDON PRESS EXCHANGE MINUTES OF MEETINGS 1 - 40	1968 - 1969	243
3	LONDON PRESS EXCHANGE MINUTES OF MEETINGS	1969	243
4	LONDON PRESS EXCHANGE GENERAL CORRESPONDENCE	1968 - 1969	243
5	LONDON PRESS EXCHANGE ALL PRINT AND DESIGN NOTES	1969	243
6	LEO BURNETT LPE LTD (FORMERLY LONDON PRESS EXCHANGE) LTD	1969	439

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO TITLE

DATES

LOCATION
BOX BAY

PR FIRMS

GIRO / NG / PAM / PRF

7	LEO BURNETT LPE LTD (FORMERLY LONDON PRESS EXCHANGE) LTD TELEVISION SPOT ADVERTISING SCHEDULES	1969	438
8	LPE MINUTES OF MEETINGS 41 – 85	1970	243
9	LEO BURNETT LPE LTD POST OFFICE GIRO DISPENSER RECOMMENDATIONS	1970	940
10	LPE GENERAL CORRESPONDENCE	1969 – 1970	243
11	WASEY CAMPBELL-EWALD LTD	1970 – 1972	1083
12	WASEY CAMPBELL-EDWALD LTD ACCOUNTS FOR ADVERTISING 3 ENVELOPES AND LOSE PAPERS	1976	170

ADVERTISING

GIRO / NG / PAM / ADV

PRESS

GIRO / NG / PAM / ADV / P

1	PRESS ADVETISING	1965 - 1969	240
2	LETTERS TO EDITORS	1967 - 1969	241
3	LETTERS TO THE PRESS	1968 - 1969	385
4	PRESS SUMMARIES	1968 - 1969	240
5	PRESS CONFERENCE	1969	242
6	GIRO PUBLICITY PRESS ADVERTISING INVOICES AND SCHEDULES	1968 - 1969	246
7	PRESS POLICY	1966 – 1970	242
8	FEATURE ARTICLES	1970	241
9	LETTERS TO EDITORS	1969 – 1970	241

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
ADVERTISING		GIRO / NG / PAM / ADV	
PRESS		GIRO / NG / PAM / ADV / P	
10	PUBLICITY PRESS ARTICLES INC BBC	1969 – 1971	1014
11	PRESS ADVERTISING SPECIAL PROJECTS PUBLICITY	1972	240
12	PRESS POLICY (SEE GIRO / NG / PAM / PRP / 25)	1971 – 1974	253
13	FEATURE ARTICLES ON THE POST OFFICE	1976	5470
14	LETTERS TO EDITORS	1972 – 1977	5468
15	PRESS QUERIES	1977	5469
16	FEATURE ARTICLES ONNGIRO	1977	5470
17	ARTICLES SUPPLIED BY PRESS UNIT	1976 – 1977	5468
18	PROOF OF ADS	1978	5427
19	BAKERS REVIEW ARTICLE	1978	3116
TV AND RADIO		GIRO / NG / PAM / ADV / T	
1	TV AND RADIO	1969 – 1970	242
REGIONAL		GIRO / NG / PAM / ADV / R	
1	REGIONAL ADVERTISING	1968 - 1969	242
2	FORD ESCORT 281801	1970	5495
3	REGIONAL PANELS	1969 – 1970	439
4	GIRO SALES MANUAL JSB'S SERVICE	1970	397
5	GIRO SALES MANUAL	1970	4091
JOURNALS		GIRO / NG / PAM / ADV / J	
1	JOURNALS	1968 - 1969	240

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
JOURNALS		GIRO / NG / PAM / ADV / J	
2	JOURNAL ADS SPACE ACCEPTANCES	1969	240
3	SUNDAY TIMES MAGAZINE ARTICLE ON THE POST OFFICE INC SECTION ON GIRO	1971	8075
INTERNAL PUBLICATIONS		GIRO / NG / PAM / ADV / IP	
1	DESIGN MANUAL	1969	1004
CAMPAIGNS		GIRO / NG / PAM / C	
1	CAMPAIGNS FOLDER	1968 - 1969	432
2	PUBLICITY GIRO INCENTIVE SCHEME	1969	1014
3	GIRO CAMPAIGN BRIEF	1968 - 1969	311
4	GIRO PROMOTION	1970	3273
5	USE OF PO SERVICE FOR MAKRETING GIRO AWARDS SUGGESTIONS GRSD PAPERS	1970	170
6	GIRO SALARIES CAMPAIGN LETTERS TO MPS DATED 26 JUNE 1970	1970	
7	GIRO POST MARKS AS AN ADVERTISING MEDIUM	1970	5194
8	PAY THROUGH GIRO CAMPAIGN PO EMPLOYEES AND OTHERS	1969 – 1971	579
9	MERCHANDISING CAMPAIGN	1971	245
10	TOWNS CAMPAIGN	1973	
11	TOWNS CAMPAIGNS NORWICH GUILFORD AND BRIGHTON	1973 – 1974	431
12	PTG ADVERTISING CAMPAIGN SOLICITORS COMMENTS ON ADS	1975	130

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
CAMPAIGNS		GIRO / NG / PAM / C	
13	LOCAL GOVERNMENT RE ORGANISATION SCOTLAND GIRO PROMOTION	1974 – 1975	100
14	GIRO POSTMAKR SLOGANS	1974 – 1975	253
15	USE OF POSTAGE STAMPS FOR COMPETITIONS ETC	1975	1083
16	AA PUBLICITY MATERIAL ETC	1976	1710
17	SOLICITOR'S ADVICE ON GUARANTEE AD AND FREE BANKING AD	1976	130
18	PUBLIC SECTOR CAMPAIGN PLAN AND BUDGET 1975 – 1976 1976 – 1977	1975 – 1977	102
19	LOCAL AUTHORITY CAMPAIGN	1976 – 1977	1710
20	SOLICITORS ADVICE A SIMPLE GUIDE TO PAYING WAGES AND SALARIES THROUGH NATOINAL GIRO BANK	1977	1443
21	NATIONAL GIRO USE OF INCENTIVES IN PROMOTIONAL CAMPAIGNS	1977	1442
22	ATTACHED TO 21 PAY THROUGH GIRO PROPOSED COMPETITION FOR POST OFFICE STAFF IN A PROMOTIONAL NEWSPAPER	1978	1442
23	CORRESPONDENCE WITH THE SOLICITORS OFFICE	1976 – 1977	1441
CAMPAIGNS PAY THROUGH GIRO		GIRO / NG / PAM / C / PTG	
1	PRESS RELEASE PTG	1976	3115
2	PTG NGC STAFF	1976	1073
3	COLCHESTER PTG	1976	3115

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION BOX BAY
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CAMPAIGNS PAY THROUGH GIRO

GIRO / NG / PAM / C / PTG

4	CURRYS PTG	1976	3116
5	GLASGOW PTG	1976	3117
6	NORTH EAST PTG	1976	3115
7	NORTH EAST PTG	1976	3115
8	NORTH EAST PTG NORTH EAST POSTAL BOARD AND TELECOMMS REGION	1976	1073
9	NORTH WEST PTG	1976	1711
10	NORTH WEST PTG	1976	3115
11	NORTH WEST PTG	1976	3115
12	NORTH WEST PTG MAIN BACKGROUND INFORMATION	1976	1631
13	NORTH WEST PTG BACKGROUND MATERIAL	1976	1631
14	NORTH WEST PTG CORRESPONDENCE	1976	1071
15	NORTH WEST PTG SEMINAR PRESENTATION	1976	1711
16	NORTH WEST PTG ROYDS CONTACT MINUTES	1976	1711
17	NORTH WEST PTG PRESS RELEASE	1976	3115
18	NORTH WEST PTG GIRO MONTH IN NORTH WEST POSTAL BOARD	1976	1073
19	NORTH WEST POSTAL PTG	1976	3115
20	NORTH WEST PTG TELECOMMS	1976	3115
21	NORWICH PTG	1976	3117

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
CAMPAIGNS PAY THROUGH GIRO		GIRO / NG / PAM / C / PTG	
22	OXFORD / CAMBRIDGE PTG	1976	3115
23	PO MIDLANDS PTG	1976	3117
24	SOUTHEND PTG	1976	3115
25	WALES AND THE MARCHES CAMPAIGN	1976	1711
26	NORTH WEST CAMPAIGN CO ORDINATION COMMITTEE	1976 – 1977	1071
27	NORTH WEST PTG CAMPAIGN	1976 – 1977	3116
28	NW CAMPAIGN CORRESPONDENCE	1977	1072
29	NW CAMPAIGN SCHEDULES	1976 – 1977	1072
30	NORTH WEST PTG CAMPAIGN PRESS CONFERENCE	1977	3115
31	NATIONAL GIRO NORTH WEST CAMPAIGN PHASE 2 PRESS ADVERTISEMENT SOLICITORS ADVICE	1977	1442
32	NORTH WEST PTG CAMPAIGN FEATURES	1977	3116
33	NORTH WEST PTG CAMPAIGN PRESS RELEASE	1977	3115
34	NORTH WEST PTG CAMPAIGN QUESTIONS AND ANSWERS	1977	3116
35	NORTH WEST PTG CAMPAIGN PRESS TV AND RADIO	1976 – 1977	3115
36	PRESS RELEASES NW PTG	1977	318
37	NORTH WEST PTG CAMPAIGN MP SEMINARS	1977	3116
38	NW CAMPAIGN LETTERS TO MPS	1977	1072

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
CAMPAIGNS PAY THROUGH GIRO		GIRO / NG / PAM / C / PTG	
39	NORTH WEST PTG CAMPAIGN SEMINARS	1977	3116
40	NW PTG CAMPAIGN SEMINAR LIVERPOOL	1977	1631
41	NW PTG CAMPAIGN SEMINAR MANCHESTER	1977	1631
42	NW PTG CAMPAIGN SEMINAR WARRINGTON	1977	1631
43	GIRO PUBLICITY CAMPAIGN I N NORTH WEST POSTAL BOARD	1977	1536
44	LONDON PTG TELECOMMS	1977	3117
45	PA THROUGH GIRO MIDLAND TELECOMMS REGION	1977	1073
46	NW CAMPAIGN UNION LETTERS	1976 – 1977	1072
47	NW PTG CAMPAIGN TRADE UNIONS	1977	3116
48	NW PTG	1977	3116
49	NW PTG CAMPAIGN TRADE UNIONS	1977	315
50	NW PTG CAMPAIGN TRADE UNIONS SOCIETY OF BOILMAKERS SHIPWRIGHTS BLACKSMITHS STRUCTURAL WORKERS	1977	315
51	NW PTG CAMPAIGN TRADE UNIONS NALGO	1977	315
52	NW PTG CAMPAIGN TRADE UNIONS AUEW ENGINEERING SECTION	1977	315
53	NW PTG CAMPAIGN TRADE UNIONS VARIOUS	1976 - 1977	315

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
NO	TITLE	DATES	LOCATION BOX BAY
CAMPAIGNS PAY THROUGH GIRO		GIRO / NG / PAM / C / PTG	
54	NW PTG CAMPAIGN TRADE UNIONS CORRESPONDENCE WITH M PENFOUND CHQ AND EU SKIDMORE PRB	1976 – 1977	315
55	NW PTG CAMPAIGN TRADE UNIONS POLICE FEDERATION	1977	315
56	NW PTG CAMPAIGN SEMINAR LIVERPOOL 8 MARCH 1977	1977	1631
57	POST OFFICE PAY THROUGH GIRO MEDIA CAMPAIGN 1978 SOLICITORS ADVICE	1978	1443
58	PROPOSED PAY THROUGH GIRO LEAFLET TO USE OUTSIDE THE POST OFFICE SOLICITORS ADVICE	1978	1443
59	PAY THROUGH GIRO REVISION OF TRADE UNION BOOKLET SOLICITORS ADVICE	1978	1443
60	PAY THROUGH GIRO LEAFLET FOR NEW EMPLOYEES	1978	1443
61	NATIONAL COAL BOARD	1978	1086
62	GOODYEAR	1978	3116
CAMPAIGNS RENT		GIRO / NG / PAM / C / R	
1	RENT SCHEMES MAIN FILE	1972	441
2	RENT COLLECTION THROUGH GIRO GENERAL FILE – POLICY	1971 – 1972	1704
3	RENTS THROUGH GIRO SPEAKERS NOTES	1972	1704
4	RENT COLLECTIONS OCTOBER 1971 - JANUARY 1972	1971 – 1972	1078

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION	
			BOX	BAY

CAMPAIGNS RENT

GIRO / NG / PAM / C / R

5	RENT COLLECTION	1972 – 1973	1078	
6	RENT THROUGH GIRO SEMINARS GENERAL FILE	1972 – 1973	442	
7	RE ORGANISATION OF LOCAL GOVERNMENT	1972 – 1973	100	
8	LOCAL AUTHORITY RENT PROMOTION PERTH	1973	1032	
9	RENT SCHEME FOR SCOTTISH SPECIAL HOUSING ASSOCIATION	1972 – 1973	1042	
10	RENT COLLECTION	1970 – 1974	1016	
11	PUBLIC SECTOR RENT PRESENTATIONS	1973 – 1974	1052	
12	RENT SCHEME REPORTS	1974	441	
13	RENT PRESENTATION BOOKLETS COMMON MASTERS	1974	1052	
14	RENT VOUCHER SCHEMES FOR TV RENTAL COMPANIES	1974	1438	
15	RENT BOOKLET PRESS RELEASE	1974	3121	
16	ADS FRO LOCAL GOVERNMENT MEDIA EASTBOURNE BARKLING	1974	106	
17	ADS FRO LOCAL GOVERNMENT MEDIA JENNY MORGAN	1974	107	
18	RENT SCHEMES NOTIFIED	1974		
19	RENT SEMINAR BIRMINGHAM METROPOLITAN DISTRICT	1974	442	
20	DELYN RENTS	1974	3118	
21	EXETER RENTS	1974	3118	